



# RMS User



**Southern Software**  
An Employee Owned Company

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# Records Management System

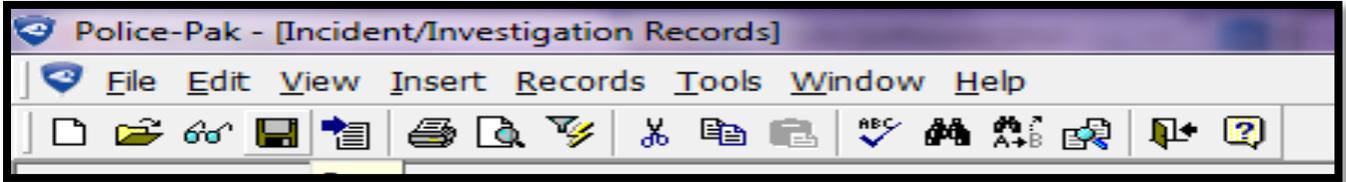
Records Management System allows your agency to track, print, search and summarize many of the daily reports and activities. This RMS package includes: Incident Reports, Arrest Reports, Mug Shots, Log Citations, Case Management, Warrant Tracking, Evidence Tracking, and Accident Reports. With all of that in one program it has become NIBRS approved for automated state reporting in North Carolina, Virginia, South Carolina, Tennessee, Alabama, Georgia, Florida, Texas and Arkansas.

All of the aspects of the program can be accessed from your squad car, for agencies that are running live. While you are on scene you can enter your report, search for active warrants, search for active criminal trespasses, it is all there at the tip of your fingers ready to be used, if your agency runs live.



This manual will help guide you through the RMS for Law Enforcement program. Keep in mind that there can be a time where your local policy and procedure will instruct you to do something different, and we suggest not going against local policy and procedure. There are features mentioned throughout this manual that are state regulated and cannot be changed though.

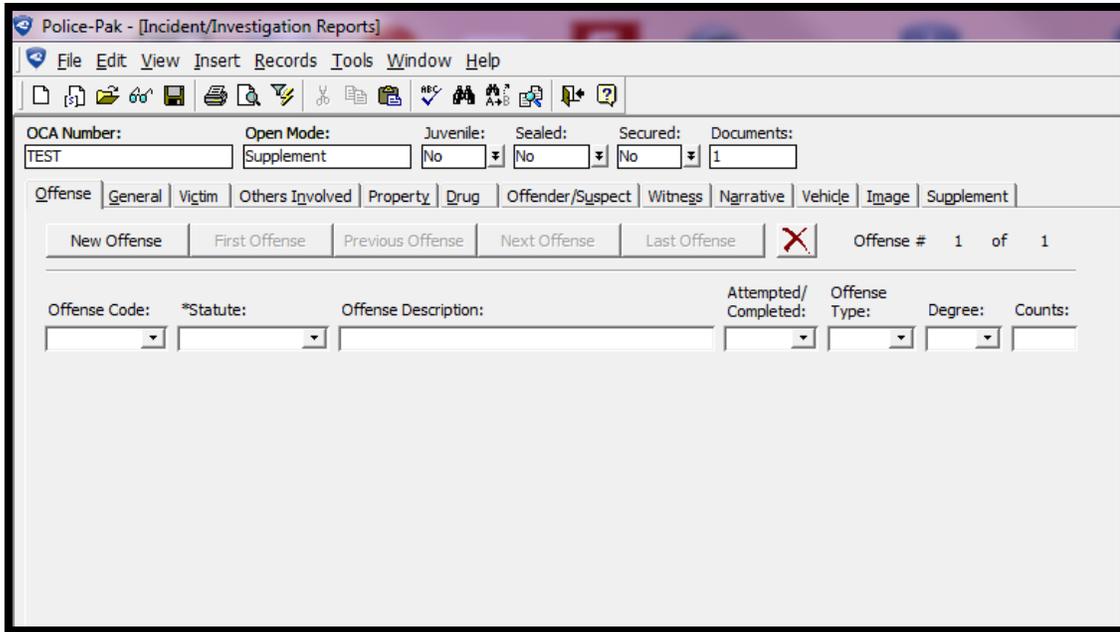
## Incident / Investigations



Most actions can be done two ways through the drop downs from the toolbar or by clicking on the icon. Hold the mouse over an icon it will have a pop up that tells you what the icon means.

-  New Incident Report
-  Open in supplement/edit mode
-  Open in view mode only
-  Save
-  Route Report
-  Print
-  Print Preview
-  Print Redaction Report
-  Cut
-  Copy
-  Paste
-  Spell Check
-  Find
-  Find & Replace
-  Validate
-  Exit to Previous Screen
-  Help

It is best to go blank by blank to complete a report; this will help to have fewer errors when validating the report.



Make sure you have each offense listed. Start with the highest/most serious charge. The crime categories are listed below in alphabetical order for ease of reference rather than in the order of their importance. Additionally, each offense’s NIBRS code precedes its name.

Remember that offenses should be classified according to IBRS definitions and not according to state, local, or Federal codes.

*Offense Code:* This is the code that you match the statute to using the NIBRS Code Book for assistance. The RMS system is set up to assist by only allowing you to choose the association of a NIBRS code that applies to a penal code.

**Note:** Only list actual crimes committed, not the number of times the offender was charged with the offense or elements of the crime.

**HOMICIDE:** The willful (non-negligent) killing of one human being by another.

**0110 Murder and Non-negligent Manslaughter** - As a general rule, any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime.

**0120 Manslaughter by Negligence** - The killing of another person through gross negligence. This offense does not include “Vehicular Manslaughter” which is reportable as “All Other Offenses” (2690).

**Note:** “Assault to Murder” and “Attempted Murder” are to be reported as Aggravated Assault. All homicides must have a circumstance code, located on the General Tab.

**SEX OFFENSES, FORCIBLE:** Any sexual act directed against another person, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent.

**0200 Forcible Rape** - The carnal knowledge of a female, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of her temporary or permanent mental or physical incapacity. There must be vaginal penetration if an offense is scored as Forcible Rape (0200).

**Note:** All Forcible Rapes (0200) must have a Rape Place of Encounter Code and a Rape Marital Status Code, located on the General Tab.

**(See codes 1710-1790 for Other Sex Offenses)**

**ROBBERY:** The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person, or persons, by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

**0300 Robbery**

**Note:** Because some type of assault is an element of the crime of Robbery, an assault should not be reported as a separate crime as long as it was performed in furtherance of the robbery. However, if the injury results in death, a Homicide Offense must also be reported. Robbery is considered a crime against property and is scored one per act or operation. All robberies must have offender tab completed and all robberies against individuals must have victim tab completed.

**AGGRAVATED ASSAULT:** An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**0410 Aggravated Assault**

**0420 Aggravated Assault With Sexual Motives**

**Note:** All aggravated assaults must have a circumstance code, located on the General Tab.

**Note:** If circumstance "Other Felony Involved" (08) is used, the other felony (crime) involved must be reported as a second offense. All officer assaults must also have an officer activity and officer assignment code.

**Note:** All assaults must have victim and offender tabs completed. An assault is generally considered aggravated when a weapon is used, displayed or use is threatened. Any assault with hands, fists, or feet inflicting serious injury on the victim and/or requiring medical attention would be an aggravated assault. Assaults are considered crimes against persons and are scored one per victim.

**BURGLARY:** Unlawful entry into a building or other structure with intent to commit a felony or theft.

**0510 Burglary - Forcible Entry** - Entry of a structure obtained through the breaking or forcing open of windows, doors, screens or roofs also, includes the use of tools, picks, unauthorized keys or other devices that may leave no outward marks but are used to force or bypass a lock.

**0520 Burglary - Non-Forced Entry** - Entry of a structure is obtained through use of unlocked doors or windows.

**Note:** Burglary is considered a crime against property and is scored one offense per each act or operation. In order for a burglary to occur there must be a structure involved and the element of trespass must exist. Motor vehicles are not considered structures. Multiple burglaries of motel / hotel rooms and storage units that are under a single manager and that occur at the same time are generally scored as one incident, and, therefore, should be scored as one act or operation. Multiple burglaries of dormitory rooms or other living areas that are rented for a period of time should be scored as separate distinct operations.

**LARCENY - THEFT:** The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

**0610 Pocket-picking** - Theft of articles from another person's physical possession by stealth; where the victim usually does not become immediately aware of the theft.

**0620 Purse-snatching** - The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.

**Note:** If more force was used than actually necessary to wrench the purse from the grasp of the person, then a strong-arm Robbery occurred, rather than Purse-snatching.

**0630 Shoplifting** - The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.

**0640 Theft From Motor Vehicle** (Except of Motor Vehicle Parts or Accessories) - The theft of articles from a motor vehicle, whether locked or unlocked.

**Note:** This category also includes items taken from the trunk and the bed of a truck.

**0650 Theft of Auto Parts or Accessories** - The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.

**Note:** Ex. include license plates, CD players, batteries, gas, tires, and wheel covers.

**0660 Theft From Building** - A theft from within a building which is either open to the general public or where the offender has legal access.

**Note:** The items taken usually are not for sale. Ex. include items taken from a person at work where neither pocket-picking nor purse-snatching are involved, authorized visitors in a home where items are taken, and thefts from public buildings.

**0670 Theft From Coin-Operated Machine or Device** - A theft from a machine or device which is operated or activated by the use of coins.

**0690 All Other Larceny** - All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

**Note:** Ex. Thefts from fenced enclosures, boats, and airplanes, of animals, lawnmowers, hand tools, farm/construction equipment, trailers/campers, items taken from porches, carports, construction trailer that is not a permanent fixture, a house/business under construction with no indication of burglary, gas drive offs.

**Note:** Larceny theft is considered a property crime and is scored one per distinct operation.

**MOTOR VEHICLE THEFT:** The taking or attempting to take a motor vehicle. A motor vehicle is a self-propelled vehicle that runs on the surface of land and not on rails.

**0710 Automobiles** - Sedans, coupes, station wagons, convertibles, taxicabs or other similar motor vehicles which serve the primary purpose of transporting people.

**0720 Trucks** - Specifically designed (but not necessarily used) to transport commercial cargo.

**0730 Buses** - Specifically designed (but not necessarily used) to transport groups on a commercial basis.

**0740 Recreational Vehicles** - Specifically designed (but not necessarily used) to transport people and also provide them temporary lodging for recreational purposes.

**0790 All Other Vehicles** - Any other motor vehicles: motorcycles, motor scooters, snowmobiles, golf carts, etc.

**Note:** Do not include farm equipment, bulldozers, airplanes, construction equipment or motorboats. These types of theft should be scored as "All Other Larceny" (0690). Failure to return rental cars would be scored as Fraud. Do not score vehicles that were recovered in your jurisdiction but were stolen in another jurisdiction. A recovery of a stolen vehicle from another jurisdiction, where there was no arrest for possession of stolen property, must be scored as a Call for Service (9910). Motor Vehicle Theft is considered a crime against property and is scored one per distinct operation.

**SIMPLE ASSAULT:** An unlawful attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, sever laceration, or loss of consciousness.

**0810 Physical Assault (Non-aggravated)**

**0820 Non-physical Threat, Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**0830 Physical Assault with Sexual Motive (Non-aggravated)**

**0840 Non-physical Threat, Intimidation with Sexual Motive**

**0890 All Other Simple Assault**

**Note:** All simple assaults must have a circumstance code, located on the General Tab.

**Note:** If circumstance "Other Felony Involved" (08) is used, the other felony (crime) involved must be reported as a second offense. All officer assaults must have an officer activity and officer assignment code.

**Note:** An assault is generally considered a simple assault when no weapon is used; neither displayed nor is its use threatened. Usually the victim requires no medical attention. Stalking would be scored as "Non-physical Threat" (0820). Harassing phone calls in which a threat is made on an individual would be scored as "Non-Physical Threat" (0820). Other types of prank calls would be scored as "All Other Offenses" (2690).

**ARSON:** To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

**0900 Arson**

**Note:** - Ex. of property includes a dwelling house, public building, motor vehicle, aircraft, and the personal property of another. Do not count dumpster fires. Heat and water damage to adjacent property is counted in arson property damage. Citizens killed as a result of arson would be scored as murder; however, firefighters killed in the course of fighting arson would not be counted as murder. Arson is considered a crime against property and is counted one per distinct operation. Type of property burned must be indicated in property section.

**FORGERY:** The altering, copying or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.

**1011 Forgery - Buying/Receiving**

**1012 Forgery - Selling/Distributing**

**1013 Forgery - Possessing/Concealing**

**1014 Forgery - Transporting**

**1015 Forgery - Using/Uttering**

**1016 Undetermined**

**Note:** Ex. of forgery would be wills, deeds, public records, bonds, altered money, prescriptions and checks. Forgery is considered a crime against property and is counted one per distinct operation.

**COUNTERFEITING:** The actually making of bills, coins, plates, banknotes, checks, trademarks, drafts, cards, etc.

**1021 Counterfeiting - Buying/Receiving**

**1022 Counterfeiting - Manufacturing**

**1023 Counterfeiting - Selling/Distributing**

**1024 Counterfeiting - Possessing/Concealing**

**1025 Counterfeiting - Transporting**

**1026 Counterfeiting - Using**

**1027 Counterfeiting - Undetermined**

**Note:** Counterfeiting is considered a crime against property and is counted one per distinct operation.

**FRAUD:** The fraudulent conversion and obtaining money or property by false pretenses. This includes bad checks, confidence games, etc.

**1110 Worthless Checks**

**1120 Obtaining Money/Property by False Pretense**

**1130 Confidence Games/Larceny by Trickery**

**1140 Unauthorized Use of Conveyance**

**1150 Credit Card Fraud/Automated Teller Machine**

**1160 Welfare Fraud**

**1170 Impersonation**

**1180 Wire/computer Fraud/Other Electronic Manipulation**

**1190 All Other Fraud**

**Note:** Fraud does not include forgeries or counterfeiting. Examples of fraud are changing price tags, pumping more gas than contracted for, failure to pay at a restaurant, failure to return rental property, not honoring a contract, etc. Fraud is considered a crime against property and is counted one per distinct operation.

**EMBEZZLEMENT:** The unlawful misappropriation by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.

**1210 Embezzlement Via Paper**

**1220 Wire/computer/Other Electronic Manipulation**

**1290 All Other Embezzlement**

**Note:** Embezzlement is usually larceny from an employer. Embezzlement is considered a crime against property and is counted one per distinct operation.

**STOLEN PROPERTY:** The receiving, buying, selling, possessing, concealing, or transporting any property with the knowledge that it has been unlawfully taken as by Burglary, Embezzlement, Fraud, Larceny, Robbery, etc.

**1310 Buying/Receiving Stolen Property**

**1320 Selling/Distributing Stolen Property**

**1330 Possessing/Concealing Stolen Property**

**1340 Transporting Stolen Property**

**Note:** Stolen property is considered a crime against property and is counted one per distinct operation.

**VANDALISM:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**1400 Vandalism/Damage to Property**

**Note:** Do not score accidental property damage or damage caused by nature (wind, hail, etc.) as Vandalism/Damage to Property. A shooting into an occupied building with no chance of injury would be scored as vandalism. Vandalism is considered a crime against property and is counted one per distinct operation.

**WEAPON LAW VIOLATIONS:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, possession, transportation, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

**1510 Buying/Receiving Weapons**

**1520 Selling/Distributing Weapons**

**1530 Possessing/Concealing Weapons**

**1540 Transporting Weapons**

**1550 Using (Illegal Discharge) Weapons**

**1590 Other Weapon Violations**

**Note:** Weapon law violations are considered a crime against society and are counted one per distinct operation.

**PROSTITUTION OFFENSES:** To unlawfully engage in or promote sexual activities for profit.

**1610 Prostitution** - To unlawfully engage in or promote sexual activities for profit.

**1620 Assisting/Promoting Prostitution** - To solicit customers or transport persons for prostitution purposes; to own, manage, or operate a dwelling or establishment for the purpose of providing a place where prostitution is performed; or to assist or promote prostitution.

**Note:** Prostitution offenses involve both male and female offenders. Prostitution offenses are considered a crime against society and are counted one per distinct operation.

**SEX OFFENSES:**

**1710 Peeping Tom** - The act of watching a person without their knowledge for sexual intent or pleasure.

**1720 Sodomy (Crime Against Nature)** - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**1730 Indecent Exposure** - The act of exposing oneself for sexual intent or pleasure.

**1740 Incest** – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**1750 Male Rape** - Same as Forcible Rape, female (0200).

**1760 Sexual Assault with an Object** - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**1770 Statutory Rape** – Non-forcible sexual intercourse with a female who is under the statutory age of consent.

**1780 Molestation** - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Note:** Examples include taking indecent liberties and child molesting.

**1790 All Other** - Any sexual offense not listed above except for prostitution.

**Note:** An overt act other than simply fondling with nothing spoken (unzipping pants, straddling) would be considered attempted rape. Fondling with nothing spoken is not attempted rape. Fondling with the mention of rape is attempted rape. Sex offenses are considered crimes against persons and are scored one per victim.

**DRUG/NARCOTIC OFFENSES:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

**1810 Drug/Narcotic Violations** - The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic.

**1820 False Representation of Drugs**

**DRUG EQUIPMENT VIOLATIONS:** The unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices utilized in preparing and/or using drugs or narcotics.

**1831 Equipment / Paraphernalia Buying**

**1832 Equipment / Paraphernalia Manufacturing**

**1833 Equipment / Paraphernalia Selling**

**1834 Equipment / Paraphernalia Possessing / Concealing**

**1835 Equipment / Paraphernalia Transporting**

**1836 Equipment / Paraphernalia Using**

**1890 All Other Drug Violations**

**Note:** Do not count "Driving Under the Influence" under drug violations. All drug/narcotic offenses are considered crimes against society and are scored one per distinct operation.

**GAMBLING OFFENSES:** To unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake.

**1920 Betting and Wagering**

**1930 Operating / Promoting / Assisting Gambling**

**GAMBLING EQUIPMENT:** To unlawfully manufacture, sell, buy, possess, or transport equipment, devices, and/or goods used for gambling purposes.

**1941 Equipment Violations Buying**

**1942 Equipment Violations Manufacturing**

**1943 Equipment Violations Selling**

**1944 Equipment Violations Possessing / Concealing**

**1945 Equipment Violations Transporting**

**1946 Equipment Violations Using**

**SPORTS TAMPERING:** To unlawfully alter, meddle in, or otherwise interfere with a sporting contest or event for the purpose of gaining a gambling advantage.

**1950 Sports Tampering**

**1990 All Other Gambling Offenses**

**Note:** All gambling offenses are considered crimes against society and are scored one per distinct operation.

**OFFENSES AGAINST FAMILY (nonviolent):** Unlawfully, nonviolent acts by a family member (or legal guardian) which threaten the physical, mental or economic well-being or morals of another family member, and which are not classifiable as other offenses, such as Assault, Incest, Statutory Rape, etc.

**2010 Desertion / Abandonment**

**2020 Non-support / Nonpayment of Alimony**

**2030 Child Neglect (Non-assaultive)** Example: No supervision.

**2040 Child Abuse (Non-assaultive)** Example: Overworking a child.

**2090 All Other** Example: Violating custody decrees.

**Note:** Offenses against family are considered crimes against persons and are scored one per victim.

**DRIVING WHILE IMPAIRED:** The driving or operating of a motor vehicle while mentally or physically impaired, as the result of consuming an alcoholic beverage or using a drug or narcotic.

**2100 Driving While Impaired**

**Note:** DWI is considered a crime against society and is scored one per distinct operation.

**LIQUOR LAW VIOLATIONS:** The violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

**2210 Buying / Receiving Tax Paid Liquor**

**2211 Selling / Distributing Tax Paid Liquor**

**2212 Possessing / Concealing Tax Paid Liquor**

**2213 Transporting Tax Paid Liquor**

**2214 Using / Consuming Tax Paid Liquor**

**2220 Buying / Receiving Non-tax Paid Liquor**

**2221 Selling / Distributing Non-tax Paid Liquor**

**2222 Possessing / Concealing Non-tax Paid Liquor**

**2223 Transporting Non-tax Paid Liquor**

**2224 Using / Consuming Non-tax Paid Liquor**

**2225 Manufacturing Non-tax Paid Liquor**

**2230 Illegal Sale to Minors**

**2240 Sale Outside Prescribed Hours**

**2250 Sale Without License**

**2290 All Other Liquor Law Violations**

**Note:** Liquor law violations are considered crime against society and are scored one per distinct operation.

**DISORDERLY CONDUCT:** Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.

**2410 Disorderly Conduct**

**2420 Disturbing the Peace**

**2430 Fighting (Affray)**

**2440 Unlawful Assembly**

**2450 Drunk and Disruptive**

**2490 All Other**

**Note:** Disorderly conduct also includes profanity and public nuisance. Disorderly conduct is considered a crime against society and is scored one per distinct operation.

**OBSCENE MATERIAL / PORNOGRAPHY:** The violation of laws or ordinances prohibiting the manufacture, sale, publishing, purchase, or possession of sexually explicit material, e.g., literature, photographs, etc.

- 2510 Buying / Receiving**
- 2520 Selling / Distributing**
- 2530 Possessing / Concealing**
- 2540 Transporting**
- 2550 Using**
- 2560 Publishing**
- 2570 Exploiting Children**
- 2580 Operating/promoting**
- 2590 All Other**

**Note:** Obscene material/pornography violations are considered crimes against society and are counted one per distinct operation.

**ALL OTHER OFFENSES:** All crimes that are not specifically named in one of the above categories.

- 2610 Bigamy-marriage Laws**
- 2620 Kidnapping**
- 2630 Blackmail /Extortion**
- 2631 Bribery**
- 2640 Contempt of Court, Perjury, Court Violations**
- 2650 Escape from Custody or Resist Arrest**
- 2660 Parole and Probation Violations**
- 2670 Trespassing**
- 2680 City Ordinance Violations**
- 2690 All Other**

**ADDITIONAL OFFENSE CATEGORIES:** These categories are not necessarily criminal in nature.

- 4010 All Traffic (Except DWI)**
- 4020 Suicide** (The deceased is the victim. There would be no Case Status or Disposition).
- 4030 Non-negligent Traffic Death**
- 4040 Non-Criminal Detainment** (Involuntary Commitment)
- 8010 Missing Person** (Victim information is mandatory.)
- 8011 Runaway**
- 9910 Calls for Service**

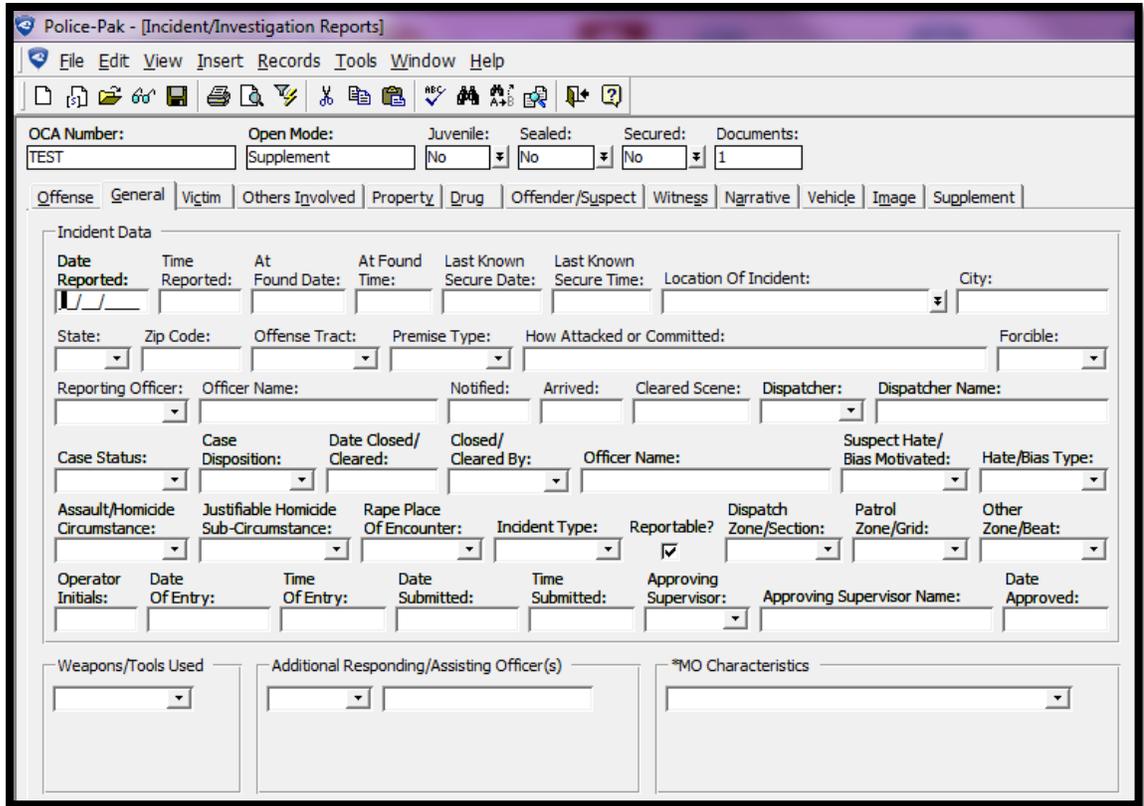
*Statute:* Enter the state code of the offense being reported.

*Offense Description:* This can fill when you select the Offense Code or the State Code, depending how your agency sets it up. If you leave as is, it is easier for the agency to better create searches.

*Attempted/Complete:* Choose if the offense is attempted or completed.

*Offense Type/Degree:* Choose which ones best fit the charge.

*Counts:* How many counts of the exact same charge in total. (Combine all offenders)



Even though the Southern Software CAD (if your agency uses this program) pulls some information over from when the call is entered by a dispatcher, you have to check over the information to make sure that it is correct.

Throughout RMS there are some time savers that will help with your entries.

⊕ TIME SAVER: F5 will insert the current date & F6 will insert current time. ⊕

*Report Date/Time:* This is time stamped and imported from CAD, from when the call came in (if you have CAD), or enter the date and time that the report was taken. The time field is set to Military time.

*At Found Date/Time:* Insert the date and time the incident is found to have happened by the complainant.

*Last Known Secure Date/Time:* Insert the latest date and time known to be prior to the crime.

*Location Of Incident:* Make sure it's the correct location of the offense. (These import from CAD, but dispatchers are not always given the correct location) You will have to add city, state and zip.

⊕ TIME SAVER: When you start to type a city it can auto fill the state and zip. ⊕

*Offense Tract:* This is optional and can be mandated by your agency to use this or not for the area (zone, beat, grid, etc.) within the agency's jurisdiction of where the incident occurred.

*Premise Type:* Choose which best applies.

**Residential Buildings:**

- 01 Home of Victim - Single Family Dwelling
- 02 Home of Victim - Other Dwelling
- 03 Home of Offender - Single Family Dwelling
- 04 Home of Offender - Other Dwelling
- 08 Other Residence - Single Family Dwelling
- 09 Other Residence - Other Dwelling

**Retail Establishments:**

- 10 Convenience Store
- 11 Grocery/Supermarket
- 12 Jewelry Store
- 13 Liquor Store
- 14 Pharmacy
- 15 Restaurant
- 16 Service/Gas Station
- 29 Other Retail Establishment

**Non-Residential Buildings:**

- 30 Air/Bus/Train Terminal
- 31 Bar/Nightclub/Lounge
- 32 Church/Synagogue/Temple
- 33 Commercial/Office Building
- 34 Financial Institution
- 35 Government/Public Building
- 36 Hotel/Motel
- 37 Jail/Prison
- 38 School/College
- 39 Medical Facility
- 49 Other Non-residential Buildings

**Parking Areas:**

- 50 Enclosed Parking Deck
- 51 Parking Lot/Area

**Storage Facilities:**

- 55 Rental/Commercial Storage Facility
- 56 Residential Outbuilding/Storage

**Open Areas:**

- 60 Behind Building/Alley
- 61 Construction Site
- 62 Highway/Road/Street, etc.
- 63 Lake/Waterway/Ocean
- 64 Open Land Areas

**Other Premises:**

- 98 All Other
- 99 Unknown

*How Attacked or Committed:* Describe in a brief summary how the attack or crime was committed.

*Reporting Officer:* The primary officer that was dispatched. This may have changed by the officers' discretion on the scene of the incident; you will need to make sure that it is correct.

*Notified/Arrived/Cleared Scene/Dispatcher:* This is information regarding your response.

*Case Status:* Choose which best fits the current working status, this is a mandatory field.

- 1 Further Investigation
- 2 Inactive
- 3 Closed / Cleared (case disposition required)
- 4 Closed / Leads Exhausted

*Case Disposition:* Choose which best fits, if the case has been disposed of at the time the report has been submitted you must indicate the disposition.

- 1 Unfounded (reported crime did not occur)- If a complaint is found to be false or baseless after investigation, then this category should be selected. Do not classify a case as unfounded if there are no leads available, stolen property was recovered, victim refuses to prosecute or the incident seems insignificant.
- 2 Cleared by Arrest / Juvenile No Custody
- 3 Cleared by Arrest by Another Agency
- 4 By Death of the Offender
- 5 Victim Refused to Cooperate- Lack of prosecution on the part of the victim
- 6 Prosecution Declined
- 7 Extradition Declined
- 9 Cleared by Locating (missing person or runaway only)

*Date Closed/Cleared:* Enter a date.

*Closed/Cleared By:* This will be the officer/investigator that clears the case/report.

*The clearance of an incident does not always mean closing the investigation.*

*Suspect Hate/ Bias Motivated& Type:* The options in the drop down should be reported ONLY if investigation reveals sufficient objective facts that lead to a reasonable and prudent person to conclude that the offender's actions were motivated in whole or in part by bias against race, religion, disability, ethnicity, or sexual orientation.

*Assault/Homicide Circumstances:* All homicides must have a circumstance code.

- 01 - Argument
- 02 - Assault on Law Enforcement Officer
- 03 - Drug Dealers
- 04 - Gangland
- 06 - Lovers Quarrel
- 07 - Mercy Killing
- 08 - Other Felony Involved
- 09 - Other Circumstance
- 10 - Unknown Circumstance
- 11 - Child/Parental Abuse
- 12 - Spouse Abuse
- 13 - Institutional
- 20- Criminal Killed by Private Citizen
- 21-Criminal Killed by Police Officer
- 30- Child Playing with Gun
- 31-Gun Cleaning Accident
- 32- Hunting Accident
- 33- Other Negligent Handling
- 34-Other Negligent Killings

*Justifiable Homicide Sub-Circumstance:* All justifiable homicides must have a sub-circumstance code.

- A - Criminal Attacked Police Officer and That Officer Killed Criminal
- B - Criminal Attacked Police Officer and Criminal Killed by another Police Officer
- C - Criminal Attacked a Civilian
- D - Criminal Attempted Flight from a Crime.
- E - Criminal Killed in Commission of a Crime.
- F - Criminal Resisted Arrest
- G - Unable to Determine/Not Enough Information

*Rape Place of Encounter:* All forcible rapes must have this code entered, choose which best applies to the location of where the incident occurred.

*Incident Type:* This is imported from CAD as to how the call was given to them for a call type, or your agency can create what needs to be populated in this field.

*Reportable Box:* Please uncheck this box if you are doing the report for “information” purposes only. To make an un-reportable offense report easy.

*Dispatch Zone/Section, Patrol Zone/Grid, Other Zone/Beat:* These are used if your jurisdiction is divided into beats, sectors, etc.

*Weapons/Tools Used:* Choose up to 3 codes for the weapon/tool that the offender used on the primary offense.

*Additional Responding/Assisting Officers:* Make sure that you include ALL officers that were on scene at the incident that assisted you.

**MO Characteristics:** This is for internal departmental information. This is free text box, or a drop list can be created by an administrator. This is a searchable field.



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You must enter ALL victims involved.

*Victim Type:* Only one code per victim.

- I Person/Individual
- B Business
- F Financial Institute
- G Government
- L Law Enforcement Officer in the Line of Duty
- R Religious Organization
- S Society/Public
- U Other/Unknown

**Note:** If the type is I-Person/Individual or L Law Enforcement Officer in the Line of Duty (L should only be used when the Officer is assaulted or killed in the line of duty); you must also complete Injury, Drug/Alcohol Use, Age, Race, Sex, Relationship and Residence Status. Victims that are listed as State of North Carolina would be scored as "S" for Society. An example of the victim type of Government would be the thief of state, county, or city property.

*Injury Type:* The type of bodily injury suffered by the primary victim during the incident. This is the law enforcement officer's initial assessment of the most serious injury suffered by the primary victim.

- N None
- M Apparent Minor Injuries
- T Loss of Teeth
- B Apparent Broken Bones
- L Severe Lacerations
- I Possible Internal Injuries
- U Unconsciousness
- O Other Major Injuries

*Drug/Alcohol Use:* Choose if any or all of the victims were suspected to be under the influence of alcohol or drugs at the time the offense occurred.

*Name, SSN, Address, Phone Numbers, Occupation, Employer, etc.* all of these fields need to be completed to the best of your knowledge. When entering the phone number for the offender you can click the double arrow button to the right of the field to enter a second number, a blue plus sign will appear above the field to show that a second number has been entered. When you print the report both numbers will print.

*Date of Birth/Age:* You must enter it one of the following ways; Exact, 00=Unknown, 99=Over 98 years of age, BB=7 to 364 days of age, NB=1 to 6 days of age, NN=Under 24 hours of age.

*Race/Sex:* Must enter one.

*Relationship To Offender:* Relationship is an important data element that allows for analysis of crime in areas such as domestic violence. Therefore, the proper relationship between victim and offender should always be determined and reported.

*Victim Resident Type:* Must enter one. Non-Resident-Lives out of your jurisdiction..

Resident-A person who maintains his/her permanent home for legal purposes in your jurisdiction.

Unknown- Cannot obtain a residential address.

*LE Officer/Assignment/Activity:* This needs to be completed if the report involves an officer, and then choose which options apply.

*Vehicle Information:* Enter all known information in regards to the victims vehicle, if the vehicle also needs to be reported as property (ex. Burglarized, damaged, etc.) you can also check the *Report As Property?* Box and the needed information will copy to the property tab.

*Crime(s) Related to Victim:* Indicate up to three crimes committed against one victim. In situations where an incident consists of multiple offenses and multiple victims, it is extremely important to link the proper crimes with the proper victims. For example, in a murder/suicide incident, there would be two offenses and two victims. However, the murder victim must be linked only to the murder and the offender must be linked only to the suicide. Linking both offenses to both victims would result in the scoring of two murders, when, in fact, only one murder occurred.

Complete the rest of the blanks to the best of your knowledge.

 **Others Involved Tab**

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This section is for including everyone you dealt with that does not fall under Victim, Offender, or Arrestee. Ex. Owner, Reporting Person, etc.

Complete the rest of the blanks to the best of your knowledge.

Police-Pak - [Incident/Investigation Reports]

File Edit View Insert Records Tools Window Help

OCA Number: TEST Open Mode: Supplement Juvenile: No Sealed: No Secured: No Documents: 1

Offense General Victim Others Involved Property Drug Offender/Suspect Witness Narrative Vehicle Image Supplement

New Item First Item Previous Item Next Item Last Item  Item # 1 of 1

Victim Number: Item Type: Status: Value: For Other Jurisdiction? Evidence/ Non-Reportable? Quantity: Description:

Make/Brand: Model: Serial Number: Owner Applied Number:

Primary Color: Item Category: Damage/Loss Amount: Owner: NCIC:

Stolen/Lost Property

Item Recovered/ Found?	Recovered/ Found Quantity:	Recovered/ Found Value:
<input type="checkbox"/>		

Recovered/Found Notes/Description:

Recovered/Found/Seized Property

Date Obtained:	Time Obtained:	Obtaining Officer:	Officer Name:	Obtained From:

Location Obtained Address: City: State: Zip Code:

# of Vehicles Stolen: # of Vehicles Recovered:

*Victim number:* Choose which victim the property is associated with.

*Item Type:* Choose which best fits the type of property.

**Animals:**

- 01 Livestock
- 02 Pets/Other Animals

**Consumable Materials:**

- 11 Alcoholic Beverage
- 12 Consumable Foodstuffs
- 13 Household Goods
- 14 Drugs/Narcotics (stolen legal drugs or drugs obtained by Fraud/Forgery)
- 15 Drugs/Narcotics Equipment (drug paraphernalia)
- 16 Tobacco Products
- 17 Building Materials
- 18 Petroleum Products
- 19 Firearms/Ammunition

**Crops and Landscaping:**

- 21 Crops, Timber, etc.
- 22 Landscaping (shrubs, fences, etc.)

**Electronic Equipment and Accessories:**

- 31 Camera/Optical Equipment (camcorder, binoculars, etc.)
- 32 Computer Hardware/Software
- 33 Office-Type Equipment
- 34 Radio/TV/VCR/Stereo Equipment
- 35 Recordings - Audio and Video (pre-recorded and blank tapes)
- 36 Telephone/Telephone Equipment

**Jewelry and Collectibles:**

- 41 Arts, Antiques and Collectibles
- 42 Jewelry/Precious Metals

**Miscellaneous:**

- 51 Clothes/Furs
- 52 Gambling Equipment
- 53 Musical Instruments
- 54 Sports and Recreation Equipment
- 55 Tools - Power and Hand

**Monies and Securities:**

- 61 Money (cash)
- 62 Negotiable Instruments (money orders, travelers' checks, etc. that have been endorsed)
- 63 Non-negotiable Instruments (stocks, bonds, food stamps, etc. that have not been endorsed)
- 64 Credit/Debit Cards
- 65 Purses/Handbags/Wallets

**Structures:**

- 71 Structures - Single Occupancy Dwelling
- 72 Structures - Other Dwelling
- 73 Structures - Commercial/Business
- 74 Structures - Industrial/Manufacturing
- 75 Structures - Public/Community
- 76 Structures - Storage
- 77 Structures - Other

**Vehicles and Parts:**

- 81 Aircraft
- 82 Automobile
- 83 Bicycles
- 84 Boats/Water Craft
- 85 Buses
- 86 Commercial Trucks (tractor trailers)
- 87 Farm and Garden Vehicles and Implements
- 88 Heavy Construction/Industrial Equipment
- 89 Recreational Vehicles/Campers/Camper Trailers/Motor Homes
- 90 Trucks (designed to transport cargo, pick-up trucks)
- 91 Vans
- 92 Vehicle Parts/Accessories (utility trailers, license plates, tires, batteries, etc.)
- 93 Other Motor Vehicles

**Other Property:**

98 Pending Inventory of Property

99 Other

*Status:* Choose what best describes the status of the property loss.

B Burned

C Counterfeited/Forged

D Damaged/Destroyed/Vandalized

R Recovered

Z Seized

S Stolen

L Lost

F Found

*Value:* Enter the TOTAL estimated value for that particular property, not the price per each piece of particular property. If burned include damage from fighting the fire in the amount of the total. Round to the nearest whole dollar.

- Use fair market value for articles which are subject to depreciation because of wear and tear, age, etc.
- Use victim's evaluation of items such as jewelry, watches, etc., which decrease slightly in value or not at all with use or age.
- Use replacement cost or actual cash cost to victim for new or almost new clothes, auto, accessories, bicycles, etc.
- Non-negotiable instruments such as travelers' checks, personal checks, money orders, stocks and bonds, etc. should be described but no value. Negotiable instruments such as bonds payable to bearer are valued as the current market price at the time of the theft
- NOTE: The value of the property recovered should not be greater than value of property stolen.
  - Ex.: 5 CD's were stolen from a vehicle at \$10 apiece. Your value that you enter would be \$50 and then in quantity 5.

*For Other Jurisdiction:* Check this box if property is for another jurisdiction.

*Evidence/Non Reportable:* If you are placing the properties in evidence for court reasons only or to be held with no charges, check this box.

*Quantity:* The amount of that particular property.

*Description:* Fills from the Item Type box. You may fill in more detail. This section is designed to record information concerning property stolen or recovered during an incident or offense.

*Make/Brand, Model, Serial #, Owner Applied #, and Primary Color* needs to be completed to the best of your knowledge. This is also the information that will be needed to enter the property into NCIC/TCIC once that has happened you can enter your *NIC Number*.

*Item Category:* If applicable, choose the best that describes the property.

*NCIC:* This is where you can enter the TCIC/NCIC number that was given to the item when it was entered into TLETS/NLETS.

*Damage/Loss Amount:* Only enter if Damaged or Loss. This will auto calculate when the amount recovered is entered.

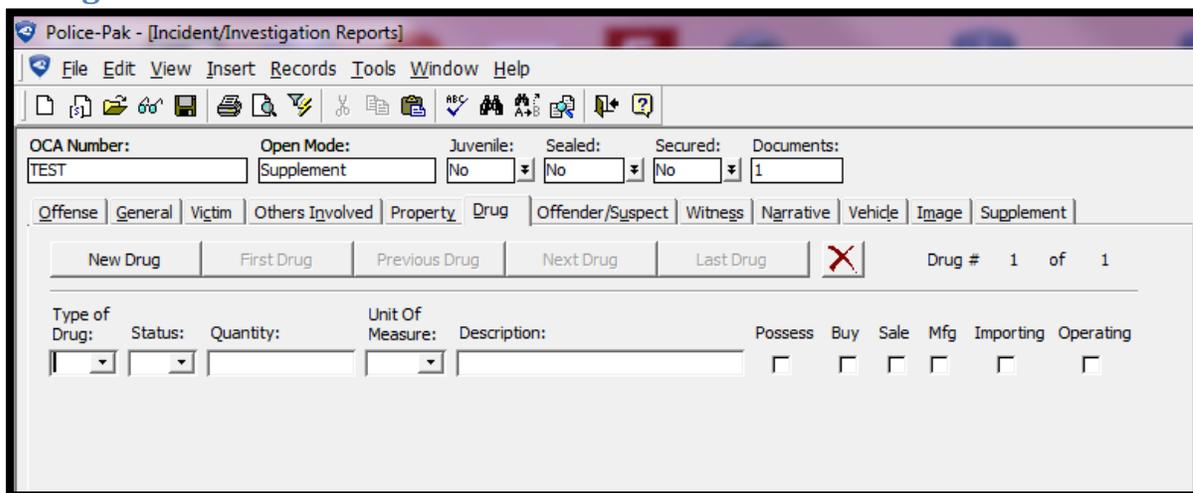
*Owner:* Any subject entered in the report will be in the drop down, choose one.

**Stolen/Lost Property – Recovered/Found/Seized Property**

Complete these 2 sections to the best of your knowledge when the selected property has been Recovered/Found/Seized. This section is how the state helps clear your items stolen.

In the value block, indicate the estimated market value of the item(s) at the time of recovery

*Number of Vehicles Stolen / Recovered:* Motor Vehicle Theft Offenses Only. Enter the number of motor vehicles stolen and recovered for the incident. The stolen number cannot be greater than the recovered number.



The Drug Section should only be used when drugs are seized, burned or found. If drugs are stolen, recovered, or forged as a result of a Burglary or a Forgery, enter the drugs under the Property Section.

*Type of Drug:* Identify the types of drug/narcotics seized in a drug case.

- A "Crack" Cocaine
- B Cocaine (all forms except "crack")
- C Hashish
- D Heroin
- E Marijuana
- F Morphine
- G Opium
- H Other Narcotics: Codeine; Demerol; Hydrocodone or Percodan; Methadone; etc.
- I LSD
- J PCP
- K Other Hallucinogens: BMDA or "White Acid"; DMT; MDA; Peyote; Psilocybin; STP; etc.
- L Amphetamines/Methamphetamines
- M Other Stimulants: Adipex, Fastine, and Derivative of Phentermine; Benzedrine; Didrex; Methylphenidate or Ritalin; Phenmetrazine or Preludin; Tenuate; etc.
- N Barbiturates
- O Other Depressants: Glutethimide or Doriden; Methaqualone or Quaalude; Pentazocine or etc.
- P Other Drugs: Antidepressants (Elavil, Triavil, Tofranil, etc.); Aromatic Hydrocarbons; Darvon; Tranquilizers (Chlordiazepoxide or Librium, Diazepam or Valium, etc); etc.
- U Unknown Drug Type

*Status:* Choose B Burned, Z Seized, or F Found

*Quantity:* Quantity seized. Nine characters are available to enter the number of whole pounds, ounces, grams, etc. and 3 more characters are available for decimal amounts, that must be entered.

*Unit of Measure:* Quantifying drugs/narcotics seized in a drug case. Choose the way that you measured it.

*Activity Check Boxes:* Choose the activity occurring involving the drug/narcotic violation, you may choose up to 3. Posses, Buy, Sale, Mfg, Importing or Operating.

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## TOP SECTION

*Involvement:* Indicate the involvement of the person entered with the incident.

*Drug/Alcohol Use:* Choose whether or not the offender(s) is suspected to have been under the influence of drugs and/or alcohol at the time of the incident.

*Computer Use:* Choose whether the offender(s) is suspected to have used a computer to assist in the incident.

*Resident Status:* Must enter one. Non-Resident-Lives out of your jurisdiction..

Resident-A person who maintains his/her permanent home for legal purposes in your jurisdiction.

Unknown- Cannot obtain a residential address.

All information regarding the Offender: name, address, phone number, etc. is located here. Please complete all of the information that you can to the best of your knowledge and ability.

*Sex/Race:* Must enter one.

*Date of Birth:* If you do not have one, go to the drop down under age and choose: 00=Unknown or 99=Over 98 years of age.

*Armed:* Select "Yes" if the suspect/offender/missing person is armed, or if he or she may be armed. Select "No" if you are positive the suspect/offender/missing person is not armed. Select "Unknown/UNK" if it is not known whether the person is armed. If "Yes" is selected for "Armed," enter the type of suspected weapon here. (E.g. Pistol, rifle, knife, etc.)

Complete the rest of the blanks to the best of your knowledge.

### **Bottom Tabs**

#### 1. Alias/Nickname

Enter ANY alias information (name, date of birth, SSN, etc.) you have on the offenders.

#### 2. Physical Features

*Select Feature:* Type of feature (accent, tattoo, scar, etc).

*Location:* On the body part (center, right, all over, etc)

*Body Part:* Where at on the body is the feature located.

*Description:* Brief description of the feature (Ex. Accent-German, Tattoo-Tribal, Tattoo-Old English "name")

#### 3. Clothing

Enter ANY clothing descriptions that you have in regards to the Offender/Suspect.

#### 4. Vehicle

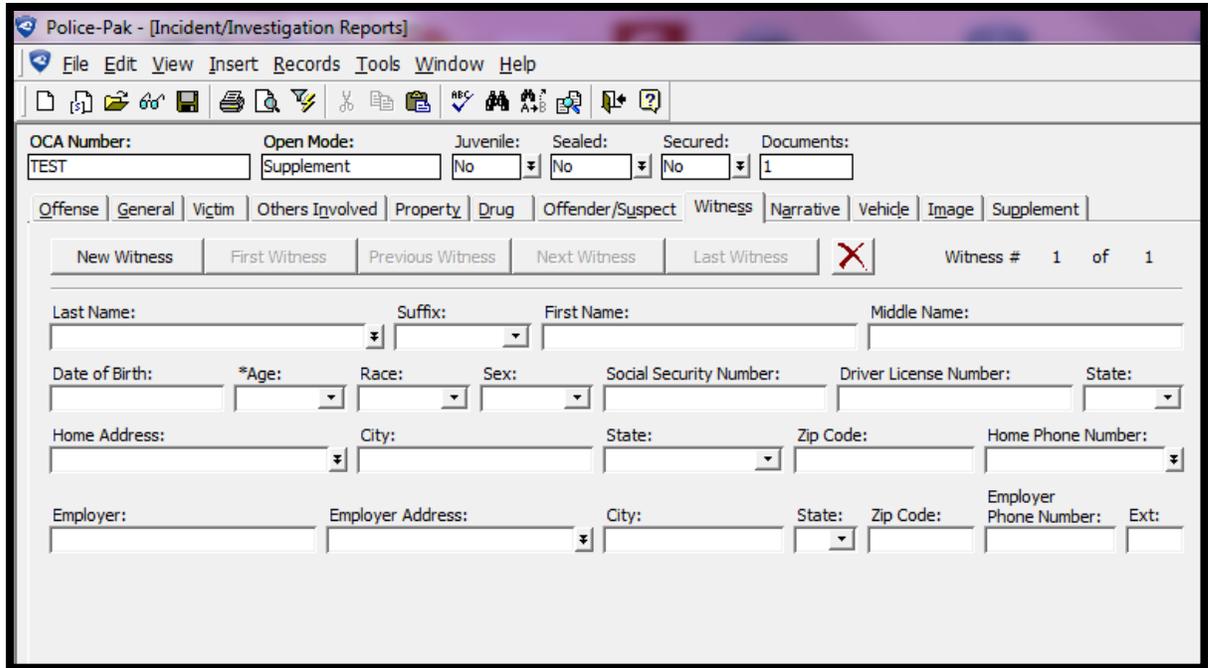
Complete this with the best information you have, regarding the vehicle involved with the Offender/Suspect, and if the vehicle also needs to be reported as property.

#### 5. ID Numbers

Complete to the best of your knowledge.

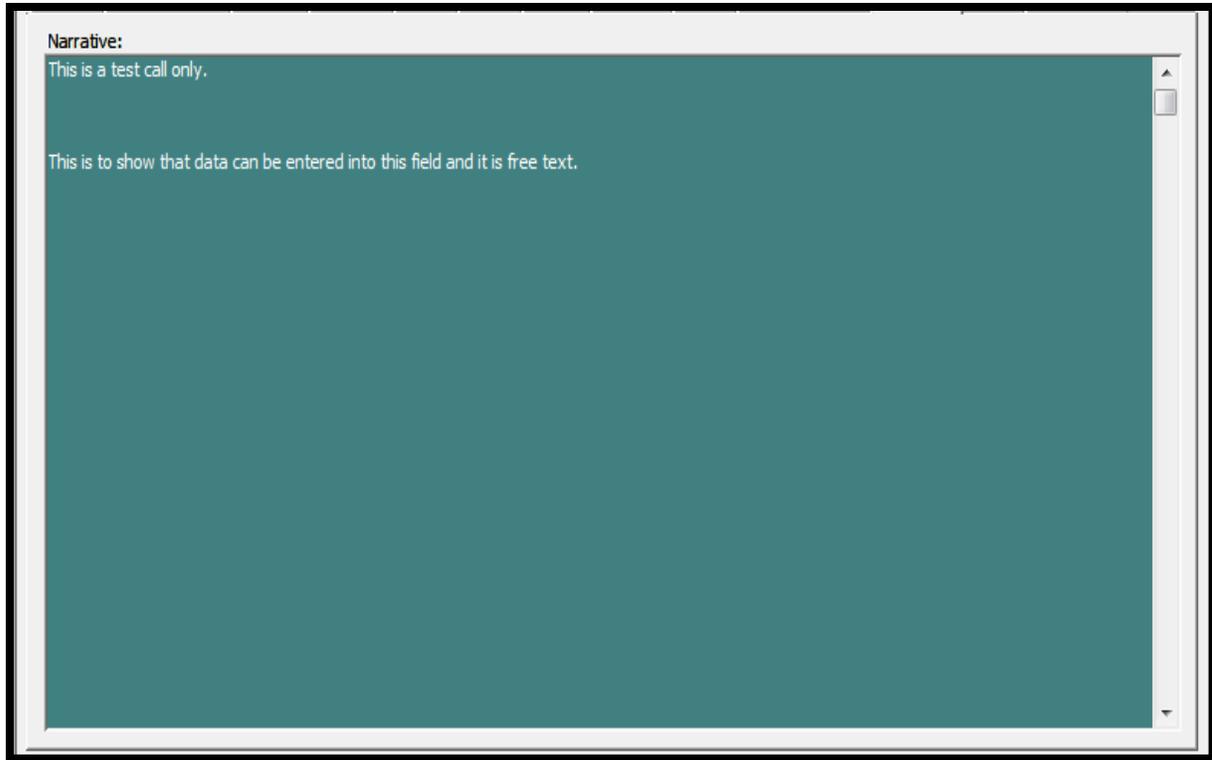
6. View Mug shot/Photo will be blue if a photo is associated with the person.

7. Barring Notice - This is a quick feature if the Offender needs to be criminally trespassed from a location associated with the report. (The barring notice is partially customizable by administration)



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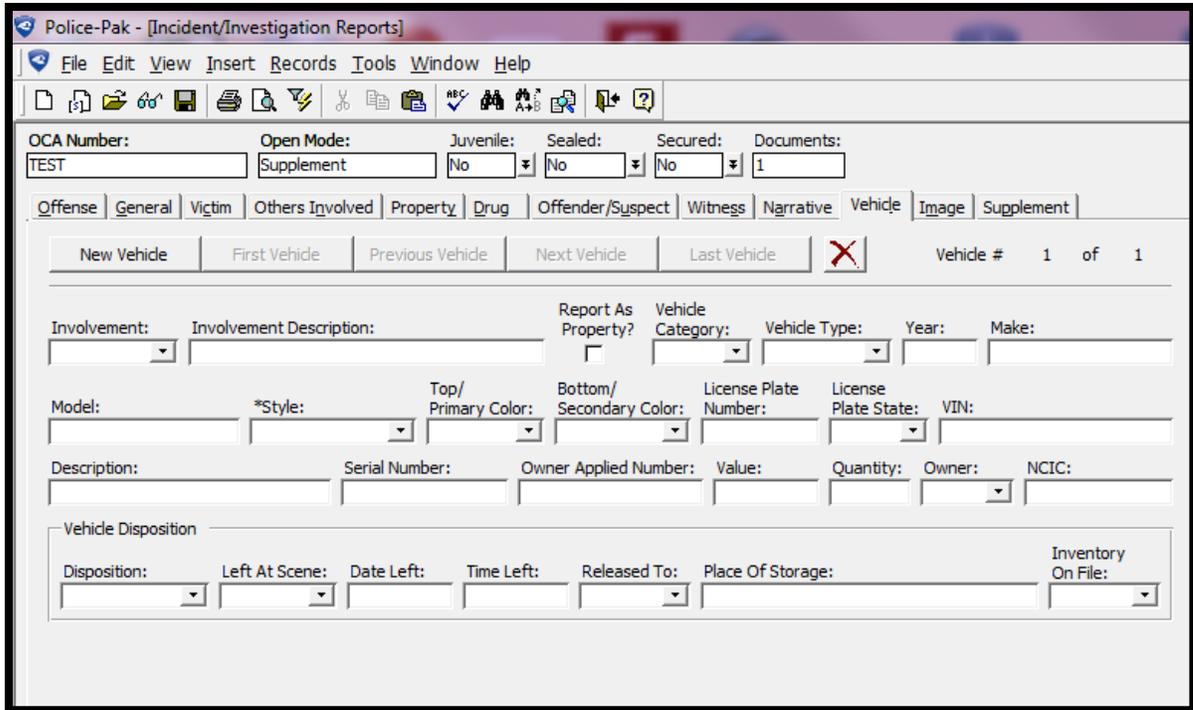
Complete this tab to the best of your ability.



The primary purpose of this section of the I/O report is to inform others about the event being reported. Officers should strive to answer the following questions when writing a narrative:

- Who was involved?
- What happened?
- When did it happen?
- Where did it happen?
- How did it happen?
- Why did it happen?

This section should tell the story of the officer's actions and all other involved persons' actions as they relate to the event being reported. Remember, when writing the narrative, you are telling the story to someone who does not know any of the facts surrounding the event. The narrative should give the reader a clear picture of the event as observed by the reporting officer. The narrative section is also used to expand upon or continue any items on the rest of the report where additional space or explanation is needed.



**Involvement:** Choose which person in the report that the vehicle information being entered is related to.

**Description:** Free text box, any additional info; such as decals, bumper stickers, dents, missing wheel covers, etc.

**Report as Property:** If the vehicle is also property in the case you may click this to import some of the information over to the Property Tab. Ⓡ TIME SAVER Ⓡ

**Vehicle Category/Type:** Choose the best description from the drop down that best describes the detail of the vehicle.

**Year, Make, Model, Style, Color, License Plate Year, License Plate, License Plate State, and VIN:** Complete these to the best of your knowledge.

**Owner Applied Number:** Any additional number that was added to the frame by the owner (SSN, driver's license number, etc.).

**Value:** This is the value of the vehicle when it was stolen.

**Owner:** Choose from the drop down

**NCIC:** After a dispatcher has entered the stolen vehicle information into NCIC/TCIC you will have a generated NIC number to enter.

## Vehicle Disposition

*Disposition:* Choose if it was Impounded or Released to Owner.

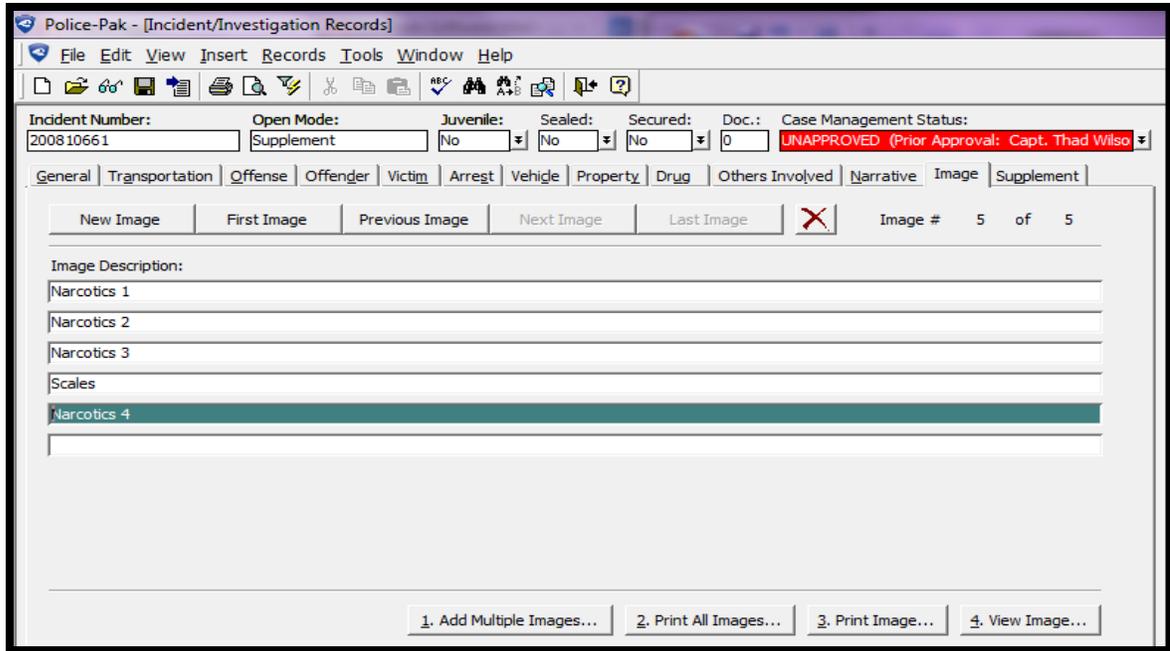
*Left At Scene:* Choose whether or not it was left Secure or Unsecured.

*Date/Time Left:* When it was left on the scene abandoned.

*Released To:* The drop down box will have all subjects entered into the report, choose one.

*Place of Storage:* The name of the wrecker service that towed the vehicle, if it is one other than a City of Forney Wrecker Service, include the phone number.

*Inventory on File:* Choose whether you completed an inventory on the vehicle or not.



You may attach images that were taken in reference to the incident and view them here. Each line item is a free text field and you will need to give a brief description of the photo. When adding images through this tab, the RMS system will compress the photos to all be the same size.

1. Add Multiple Images: This will take you to where you have the images stored and allow you to select which images you would like attached to the report.
2. Print All Images: This allows you to print all of the images at once, which will print 6 per a horizontal page, with labels underneath them.
3. Print Image: This will print the single image that is selected.
4. View Image: This allows you to view the selected image. When in view mode you can copy the image to a clipboard and paste into a document or email.



Police-Pak - [Incident/Investigation Reports]

File Edit View Insert Records Tools Window Help

Case Number: TEST Open Mode: Supplement Juvenile: No Sealed: No Secured: No

General Offense Victim Property Vehicle Offender Others Involved Witness Narrative Image Supplement

First Supplement Previous Supplement Next Supplement Last Supplement Supplement # 1 of 1

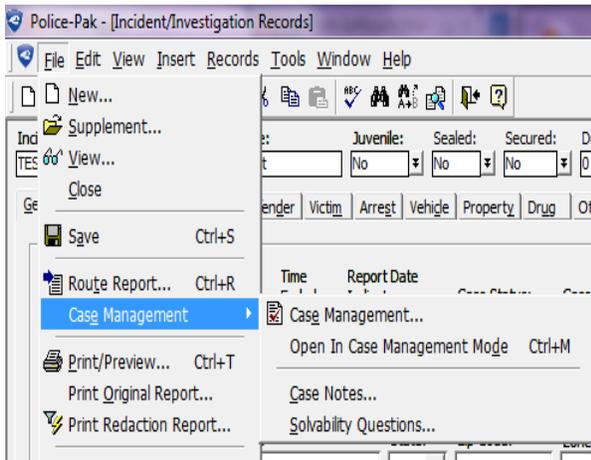
Supplementing Officer ID:	Supplementing Officer Name:	Supplement Date:	Supplement Time:	*Supplement Type:
101	New User	12/29/2010	15:47	

1. Mark This Supplement As Part Of The Original Report 2. Print All Supplements... 3. Print Selected Supplement 4. Additional Supplement Info... 5. View Supplement Properties... 6. View Supplement Narrative...

Each Officer involved in the incident will need to type their supplements here. You cannot change what the primary officer has entered into the report or change another officer's supplement. When you do add a supplement, make sure you choose the select the Supplement Type; Corrections, Officer Action, Review, etc. This is also where you will find follow-up notes from other officers, or CID. To view all supplements without printing, you can select to print and click preview instead of the print button.

## Extra Features

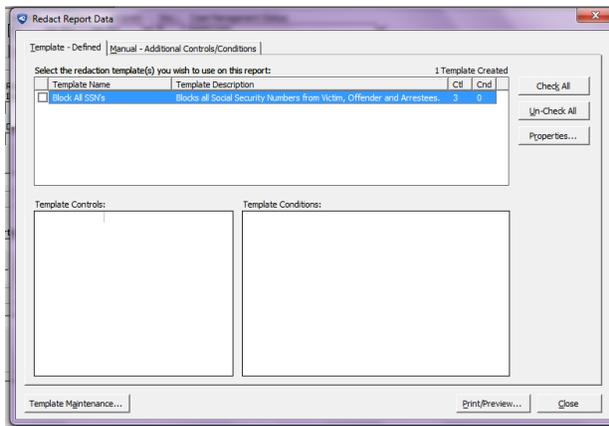
### Case Management



File > Case Management >

- > Case Management : Will Open the Case Management screen on top of report.
- > Open in Case Management Mode: Will open a new screen of Case Management.
- > Case Notes: This will open the Case Notes feature, where you can enter notes for the case that are not a part of Supplements. To add a note in Case Note, make sure you click Add Notes.
- > Solvability Questions: This opens a feature primarily for CID to help show the percentage of the solvability of a case.

### Print Redaction Report



File>Print Redaction Report

This feature allows you to create controls to automatically block parts of printed reports. Once you create a set of controls and name the report it will remain in the defined template list. If you go to the Manual Tab this is where it allows you to create the controls to the fields that you want redacted from the report.

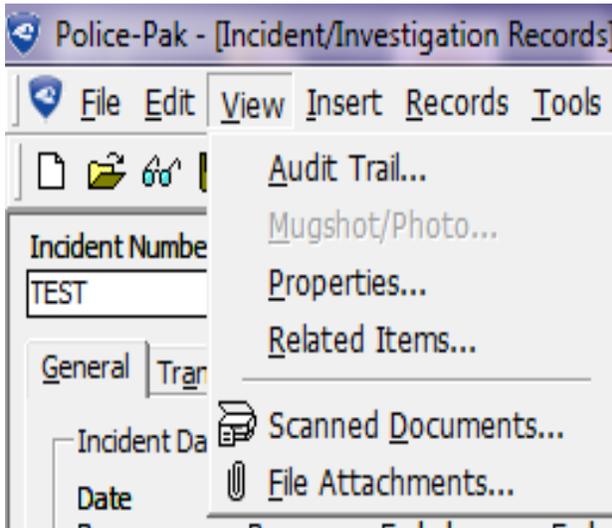
### Statement/Interview

Incident Statement/Interview			
Southern Software Inc.			
Name:	Hookins, Tiffany	Age:	Room:
Home Address:		Home Phone Number:	
Incident Number:	Involved:	Date:	Time:
TEST	Offender #1	11/18/2010	14:34
Officer:	Location:		
C25 - Capt. Thad Wilson	CID		
Statement/Interview Name:			
This person did it			

Edit> Statement/Interview

This feature will only activate if you are on a person tab and have a person entered. This allows you to type the interview notes or statement into their words. This is printable.

## Audit Trail/Scanned Documents/File Attachment



### View>Audit Trail

This allows you to see or print modifications that have occurred to that record.

### View>Scanned Documents

This is an additional feature that may not be active for your agency. If so, you will need TWAIN, WIA or Windows Wizard to use this feature. This allows you to scan in documents and attach them to a report. This does compress the file.

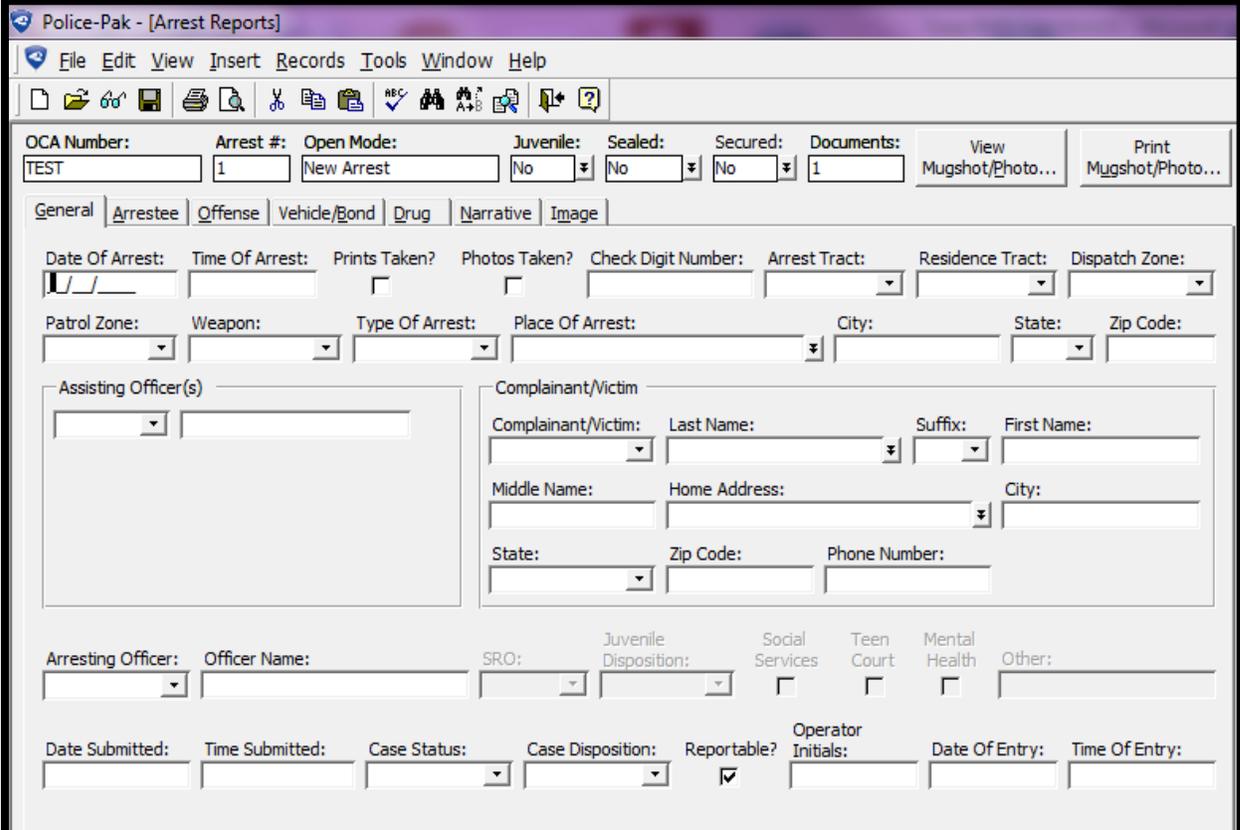
### View> File Attachments

This is an additional feature that may not be active for your agency. It allows you to attach audio, video, images, or scans to the incident without compressing the file. You will need to Add and Attach New File, Add File, and locate them through the computer, once you select the file that you would like to attach, click OK, and they are now attached. To view them select the file you would like to view and click Open File.

## Arrest

An arrest report is required every time every time an officer makes a criminal arrest. Arrest reports provide a complete arrest history record and are a source of information for locating persons at a later date.

### General Tab



Police-Pak - [Arrest Reports]

File Edit View Insert Records Tools Window Help

OCA Number: TEST Arrest #: 1 Open Mode: New Arrest Juvenile: No Sealed: No Secured: No Documents: 1 View Mugshot/Photo... Print Mugshot/Photo...

General Arrestee Offense Vehicle/Bond Drug Narrative Image

Date Of Arrest: Time Of Arrest: Prints Taken? Photos Taken? Check Digit Number: Arrest Tract: Residence Tract: Dispatch Zone:

Patrol Zone: Weapon: Type Of Arrest: Place Of Arrest: City: State: Zip Code:

Assisting Officer(s)

Complainant/Victim

Complainant/Victim: Last Name: Suffix: First Name:

Middle Name: Home Address: City:

State: Zip Code: Phone Number:

Arresting Officer: Officer Name: SRO: Juvenile Disposition: Social Services Teen Court Mental Health Other:

Date Submitted: Time Submitted: Case Status: Case Disposition: Reportable? Operator Initials: Date Of Entry: Time Of Entry:

**Check Digit Number:** The fingerprint card number on the SBI Fingerprint Card for the arrestee. The CKN is a unique identifier that is used to trace the arrest from the time of arrest through the judicial system. This is an optional field.

**Arrest Tract/Dispatch Zone/Patrol Zone:** This is used to indicate an area (zone, beat, grid, tract, etc.) within the jurisdiction where the arrest has occurred. This is an optional field. The tracts are assigned by the agency.

**Residence Tract:** This is used to indicate an area (zone, beat, grid, tract, etc.) within the jurisdiction where the arrestee resides. This is an optional field. The tracts are assigned by the agency.

**Weapon:** Indicate what type of weapon, if any the arrestee was armed with at the time of apprehension.

*Type of Arrest:* Indicate the type of apprehension.

- 1 On-view Arrest (taken into custody without a warrant or previous incident report)
- 2 Order for Arrest (do not include the original charge)
- 3 Criminal Summons (not taken into custody)
- 4 Citation
- 5 Warrant for Arrest

*Place of Arrest:* The location the arrest was made. (If a pursuit occurred the incident location and the arrest location will be 2 different addresses)

*Assisting Officers:* Make sure that you include ALL officers that were on scene at the incident that assisted you.

*Complainant/Victim:* Enter general information regarding the complainant of the arrest.

*Arresting Officer:* Enter the officer that actually conducted the arrest.

*Juvenile Disposition:* Enter the disposition which best applies with the action taken.

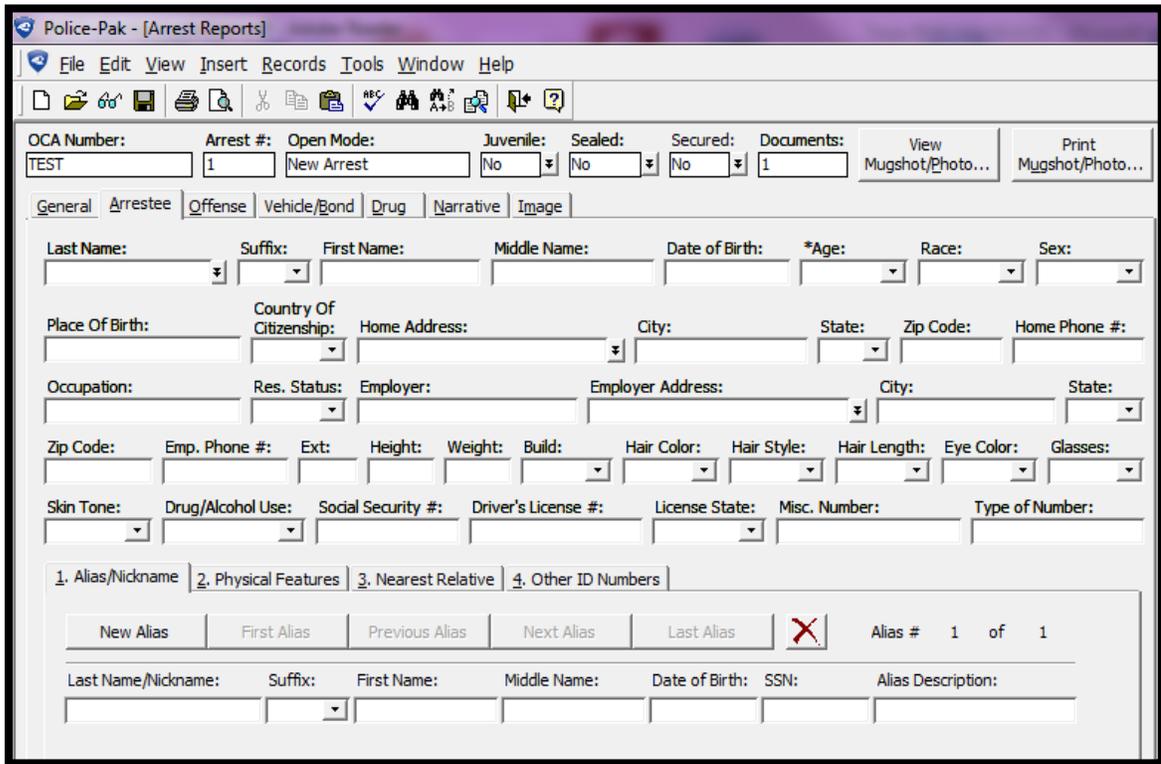
*Case Status:* Choose which best fits the status of the arrest.

1. Further Investigation
2. Inactive
3. Closed/Cleared

*Case Status:* Choose which best fits the status of the arrest.

02. Cleared by Arrest / No Supplement Needed
08. Arrest / No Investigation

*Reportable Box:* Please uncheck this box if you are doing the report for “information” purposes only. To make an un-reportable offense report easy.



### Top Half

Name, SSN, Address, Phone Numbers, Occupation, Employer, etc. all of these fields need to be completed to the best of your knowledge.

Sex/Race: Must enter one

Resident Status: Must enter one. Non-Resident-Lives out of agencies jurisdiction.

Resident-A person who maintains his/her permanent home for legal purposes in the jurisdiction where the crime took place.

Unknown- Cannot obtain a residential address.

Complete the rest of the blanks to the best of your knowledge.

### Bottom Tabs

#### 1. Alias/Nickname

Enter ANY alias information (name, date of birth, SSN, etc.) you have on the offenders.

#### 2. Physical Features

Select Feature: Type of feature (accent, tattoo, scar, etc).

Location: On the body part (center, right, all over, etc)

Body Part: Where at on the body is the feature located.

Description: Brief description of the feature (Ex. Accent-German, Tattoo-Tribal, Tattoo-Old English "name")

### 3. Nearest Relative

Enter the next of kin information here.

### 4. ID Numbers

Complete to the best of your knowledge.

A screenshot of the 'Police-Pak - [Arrest Reports]' software window. The window has a menu bar (File, Edit, View, Insert, Records, Tools, Window, Help) and a toolbar with various icons. Below the toolbar, there are several input fields: 'OCA Number:' (containing 'TEST'), 'Arrest #:' (containing '1'), 'Open Mode:' (containing 'New Arrest'), 'Juvenile:' (dropdown 'No'), 'Sealed:' (dropdown 'No'), 'Secured:' (dropdown 'No'), and 'Documents:' (containing '1'). To the right of these fields are two buttons: 'View Mugshot/Photo...' and 'Print Mugshot/Photo...'. Below this is a tabbed interface with tabs for 'General', 'Arrestee', 'Offense', 'Vehicle/Bond', 'Drug', 'Narrative', and 'Image'. The 'Offense' tab is active. It contains a row of buttons: 'New Offense', 'First Offense', 'Previous Offense', 'Next Offense', 'Last Offense', and a red 'X' button. To the right of these buttons is the text 'Offense # 1 of 1'. Below this is a table with the following columns: 'Offense Code:', '\* Statute:', 'Offense Description:', 'Offense Type:', 'Degree:', 'Counts:', 'Offense Jurisdiction (If Not Arresting Agency):', and 'Warrant Date:'. Each column has a corresponding input field, mostly empty or with dropdown menus.

**Offense Code:** Choose the best fitting category for the offense from the offenses listed in the original report.

**Statute:** Enter the state code of the offense being reported.

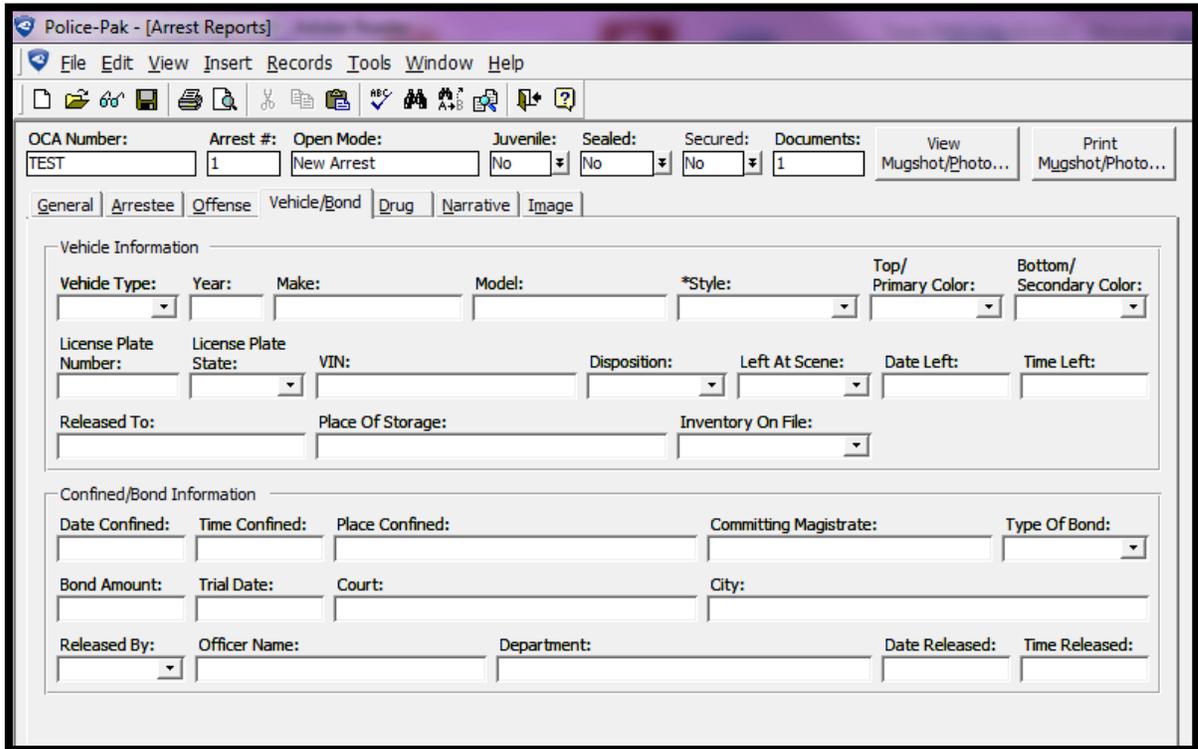
**Offense Description:** This can fill when you select the UCR Code or the State Code, depending how your agency sets it up. If you leave as is, it is easier for the agency to better create searches.

**Offense Type/Degree:** Choose the ones that apply to the charge listed.

**Counts:** How many counts of the exact same charge in total.

**Offense Jurisdiction:** Type the name of the agency that is actually holding the charge if it is different than the arresting agency.

**Warrant Date:** Date on an issued warrant.

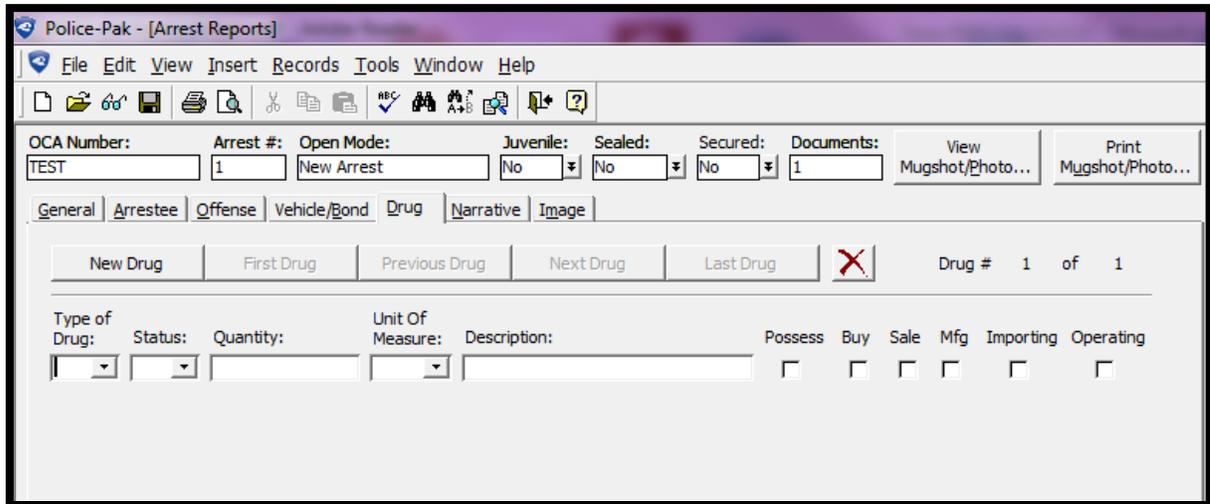


*Year, Make, Model, Style, Color, License Plate Year, License Plate, License Plate State, and VIN:* Complete these to the best of your knowledge.

*Place of Storage:* The name of the wrecker service that towed the vehicle, and include the impound number.

***Confined / Bond Information***

Complete this information to the best of your knowledge, most of this information will need to be completed after the arraignment has been completed.



*Type of Drug:* Identify the types of drug/narcotics seized in a drug case.

*Status:* Choose B Burned, Z Seized, or F Found

*Quantity:* Quantity seized. Nine characters are available to enter the number of whole pounds, ounces, grams, etc. and 3 more characters are available for decimal amounts. You must enter the decimal point.

*Unit of Measure:* Quantifying drugs/narcotics seized in a drug case. Choose the way that you measured it.

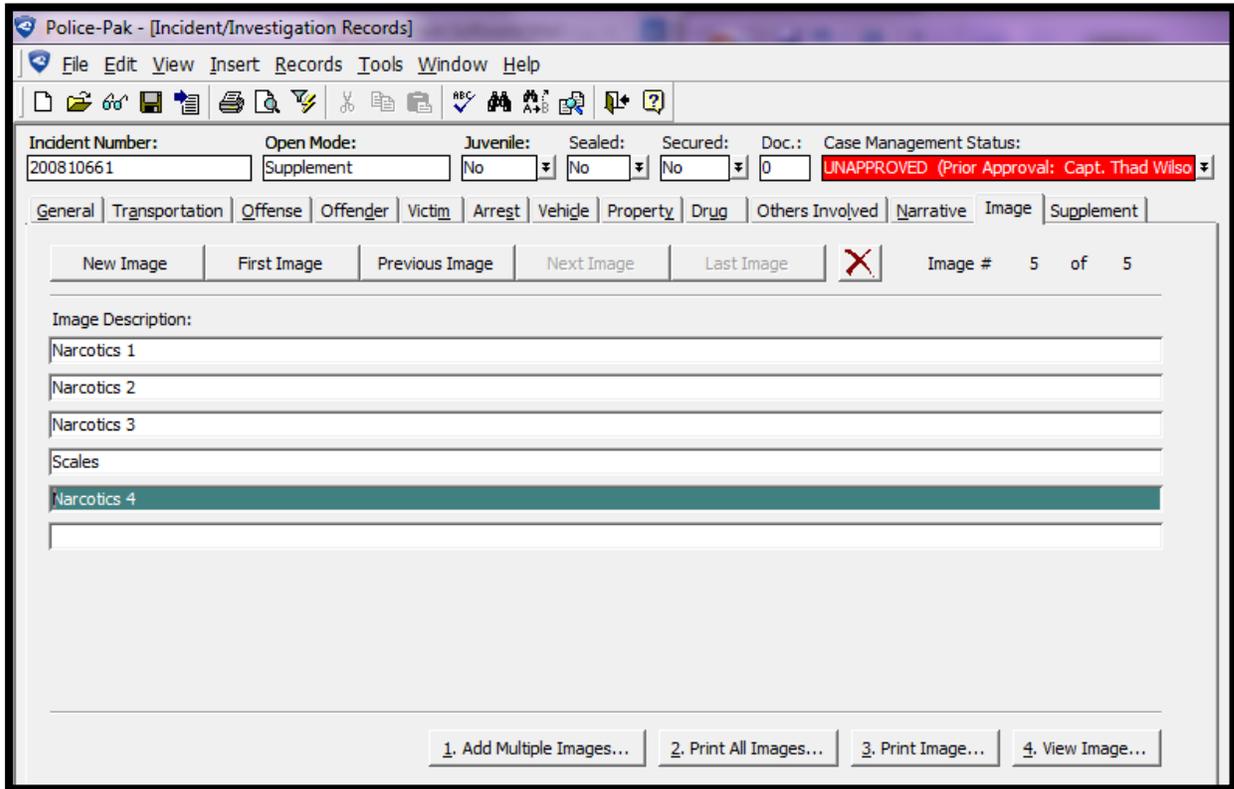
*Activity Check Boxes:* Choose the activity occurring involving the drug/narcotic violation, you may choose up to 3. Posses, Buy, Sale, Mfg, Importing or Operating.

## Narrative Tab



The image shows a screenshot of a web form titled "Narrative Tab". The form has a light gray header with the label "Narrative:". Below the header, there is a large teal-colored text area. The text area contains two lines of text: "This is a test call only." and "This is to show that data can be entered into this field and it is free text." The text area has a vertical scrollbar on the right side, indicating it is scrollable.

This section will allow you to free text information in regards to the arrest and inmate.



You may attach images that were taken in reference to the incident and view them here. Each line item is a free text field and you will need to give a brief description of the photo. When adding images through this tab, the RMS system will compress the photos to all be the same size.

1. Add Multiple Images: This will take you to where you have the images stored and allow you to select which images you would like attached to the report.
2. Print All Images: This allows you to print all of the images at once, which will print 6 per a horizontal page, with labels underneath them.
3. Print Image: This will print the single image that is selected.
4. View Image: This allows you to view the selected image. When in view mode you can copy the image to a clipboard and paste into a document or email.



# Accident

Police-Pak - [Accident Records]

File Edit View Insert Records Tools Window Help

Accident Number: TEST Open Mode: New Accident Documents: 1 Accident Management Status: [Dropdown]

General Unit Roadway Features Diagram Narrative Property Damaged Witness Traffic Violation Image

Accident Location

Date of Accident: [Date] Time of Accident: [Time] \*County: [Dropdown] \*Local Use/ Patrol Area: [Dropdown] (33) Road Relation: [Dropdown] Occurred: [Dropdown] Municipality: [Text]

Miles from Municipality: [Text] Direction from Municipality: [Dropdown] On Street/Highway: [Text] Service Road/Ramp?: [Checkbox] Railroad Crossing #: [Text] Miles from Street: [Text] Feet from Street: [Text] Direction from Street: [Dropdown]

Intersecting Street/Highway: [Text] Direction Toward Reference Street: [Dropdown] Reference Street: [Text] Latitude: [Text] Longitude: [Text] Altitude: [Text]

Locality/Weather/Crash Level Events

(1) Locality: [Dropdown] (2) Predominant Development: [Dropdown] (3) Road Surface Condition: [Dropdown] (4) Weather Condition One: [Dropdown] (5) Weather Condition Two: [Dropdown]

(6) Weather Contributed to Crash: [Dropdown] (7) Ambient Light: [Dropdown] (10) First Harmful Event at Crash Level: [Dropdown] (11) Most Harmful Event at Crash Level: [Dropdown]

Agency Info

OCA Number: [Dropdown] Reporting Officer ID: [Dropdown] Reporting Officer Name: [Text] Report Date: [Text] Supplement?: [Checkbox] Reportable?: [Checked]

Date Approved: [Text] Approving Officer ID: [Dropdown] Approving Officer Name: [Text]

This module is set up to be completed just like the North Carolina Accident Form, once completed it will print in the North Carolina Accident Form format.

## General Tab

*Accident Number:* This will depend on internal policy, they can be set to auto assign or it can be manually completed to match another incident number possibly assigned by CAD.

## Unit Tab

Make sure that you enter your units in the number order they belong you do not assign the units numbers; it assigns them in the order they are entered.

## **Roadway Features Tab**

Enter all features, circumstances, and work zones that pertain to the accident.

## **Diagram Tab**

This is where the drawing of the accident will go, you can print and hand draw it in, use Paint from the computer to insert the drawings or contact Southern Software about a program called Wreck Draw.

## **Narrative Tab**

This is a free text field where the narrative of the accident needs to be entered.

## **Property Damaged Tab**

List any property and the owners information to any property that was damaged during the accident.

## **Witness Tab**

List general information about any witnesses to the accident.

## **Traffic Violation Tab**

List any citations that were issued as a result from the accident.

## **Image Tab**

You may attach images that were taken in reference to the accident and view them here. Each line item is a free text field and you will need to give a brief description of the photo.

When adding images through this tab, the RMS system will compress the photos to all be the same size.

1. **Add Multiple Images:** This will take you to where you have the images stored and allow you to select which images you would like attached to the report.
2. **Print All Images:** This allows you to print all of the images at once, which will print 6 per a horizontal page, with labels underneath them.
3. **Print Image:** This will print the single image that is selected.
4. **View Image:** This allows you to view the selected image. When in view mode you can copy the image to a clipboard and paste into a document or email.

## Citation

Police-Pak - [Citation Records]

File Edit View Insert Records Tools Window Help

Citation Number: TEST Open Mode: New Citation Juvenile: No Documents: 1

General Department Info Charges Officer Notes Image

Court: Court Date: Court Time: Source Of Information: Number Of Charges: \*County:

OCA Number: File Number: Miscellaneous:

Defendant

Last Name: Suffix: First Name: Middle Name: Address:

City: State: Zip Code: Driver's License Number: Driver's License State: Commercial Driver's License? \*Driver's License Class: Race: Sex:

Date of Birth: Age: Social Security Number: Home Phone Number: Employer: Employer Address:

City: State: Zip Code: Employer Phone Number: Ext.: Date Of Arrest: Check Digit Number:

Vehicle

License Plate Number: License Plate State: Vehicle Type: Trailer Type: CMV? Haz. Mat. Make: Year:

Model: \*Style: License Plate Year: VIN:

Make sure that these fields are completed to best of your knowledge; this module is used to produce the yearly racial profiling reports for your agency.

### General Tab

*Citation Number:* If your agency uses this system for ticket writing then you can have this system auto number, if your agency uses this as a database for paper tickets then you can enter the paper tickets citation number.

Complete the rest of the information just as North Carolina paper copy citations.

### Department Info Tab

This is for the information regarding the issuing officer and other information from the citation; Weather, Visibility, Traffic, Accident, etc.

### Charges Tab

List charges and other information regarding the charge from the citation.

## **Officer Notes Tab**

Any other information or notes that could be used for court later could be entered here; this is a free text field.

## **Image Tab**

You may attach images that were taken in reference to the accident and view them here. Each line item is a free text field and you will need to give a brief description of the photo.

When adding images through this tab, the RMS system will compress the photos to all be the same size.

1. **Add Multiple Images:** This will take you to where you have the images stored and allow you to select which images you would like attached to the report.
2. **Print All Images:** This allows you to print all of the images at once, which will print 6 per a horizontal page, with labels underneath them.
3. **Print Image:** This will print the single image that is selected.
4. **View Image:** This allows you to view the selected image. When in view mode you can copy the image to a clipboard and paste into a document or email.

## Evidence Stored Property

Police-Pak - [Evidence/Stored Property]

File Edit View Insert Records Tools Window Help

Property Control Number: TEST Open Mode: New Evidence Secured: No

General Items Suspect/Offender Info Offense Image

Date Of Entry: Tag Number: OCA Number: Reason Entered: Court Date: Assigned Officer: Officer Name:

Notes:

View Owner... View Obtained From...

File: Import from Incident. This allows you to pull the data from the incident report and will auto fill a portion of the property.

### General Tab

This is where you will be entering the items, incident number and tag number and the reason it is going into evidence. There is also a free text field of notes on this tab.

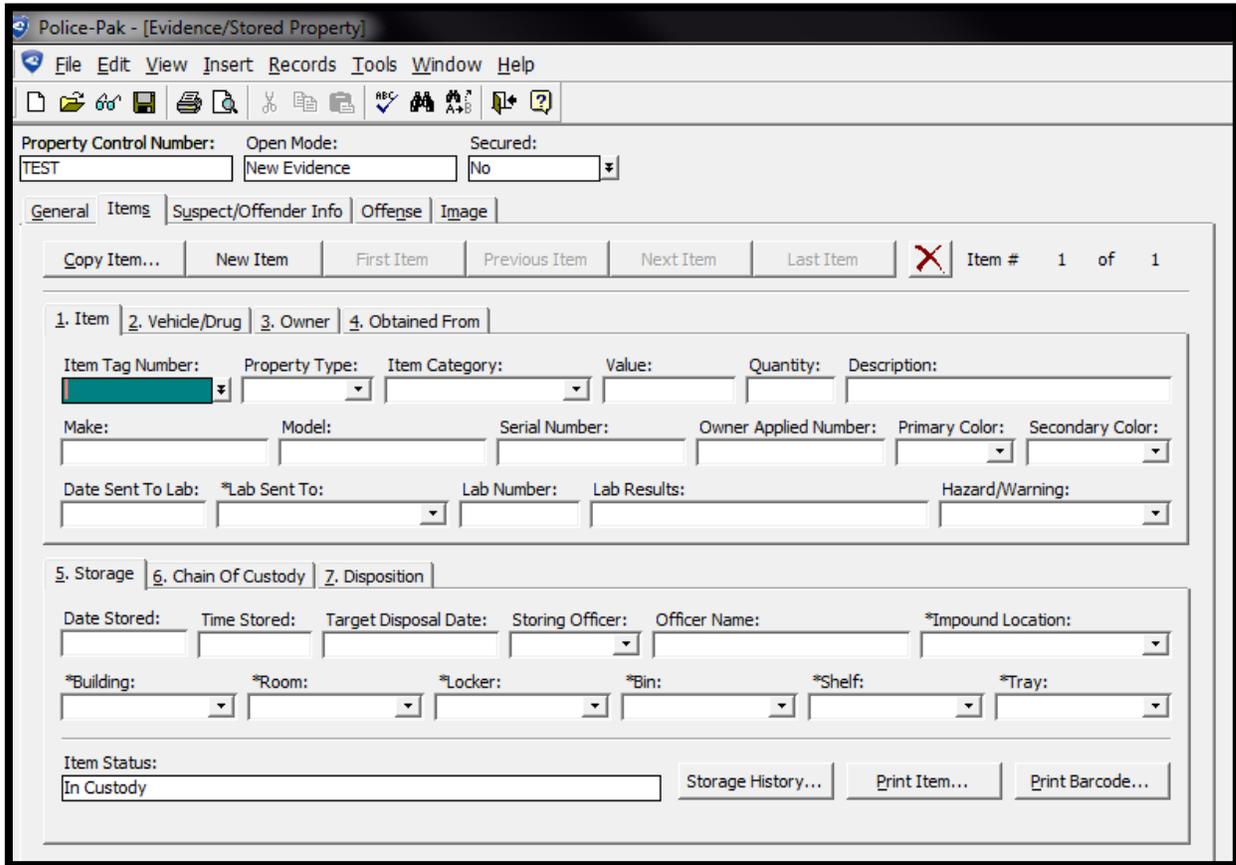
*Tag Number:* This can be set to auto assign or if your agency is using this just for a database and will not be using the bar code system with it then you can manually type the number from the manual tag.

*View Owner Button:* This is where you will enter the owner of the items that were taken. This will pull information from Master Name.

*View Obtained From:* This is the information regarding who you received the item from, if it is from the owner you can check the box and the information will pull it from the Owner box completed. If it was from someone else enter that information along with where it came from and by which officer turned it in.

Complete the fields to the best of your ability.

## Items Tab



Police-Pak - [Evidence/Stored Property]

File Edit View Insert Records Tools Window Help

Property Control Number: TEST Open Mode: New Evidence Secured: No

General Items Suspect/Offender Info Offense Image

Copy Item... New Item First Item Previous Item Next Item Last Item Item # 1 of 1

1. Item 2. Vehicle/Drug 3. Owner 4. Obtained From

Item Tag Number: Property Type: Item Category: Value: Quantity: Description:

Make: Model: Serial Number: Owner Applied Number: Primary Color: Secondary Color:

Date Sent To Lab: \*Lab Sent To: Lab Number: Lab Results: Hazard/Warning:

5. Storage 6. Chain Of Custody 7. Disposition

Date Stored: Time Stored: Target Disposal Date: Storing Officer: Officer Name: \*Impound Location:

\*Building: \*Room: \*Locker: \*Bin: \*Shelf: \*Tray:

Item Status: In Custody Storage History... Print Item... Print Barcode...

Each item per an incident can be entered into one Evidence Entry. You will work your way through the tabs to show the item entered into evidence. The Storage Tab also has the buttons to see the history of the item for the storage locations, where you can print an item sheet and print the barcode if your agency is using the bar-coding system. On the bottom of this tab is Chain of Custody where it will show each time the item has been moved, by who and where it is going. The Disposition tab for the item is also located at the bottom of this Item Tab.

## Suspect/Offender Tab

This is the information for which the evidence belonged to.

## Offense Tab

This is to show the related offenses to the items.

 **Image Tab**

You may attach images that were taken in reference to the property and view them here. Each line item is a free text field and you will need to give a brief description of the photo.

When adding images through this tab, the RMS system will compress the photos to all be the same size.

1. **Add Multiple Images:** This will take you to where you have the images stored and allow you to select which images you would like attached to the report.
2. **Print All Images:** This allows you to print all of the images at once, which will print 6 per a horizontal page, with labels underneath them.
3. **Print Image:** This will print the single image that is selected.
4. **View Image:** This allows you to view the selected image. When in view mode you can copy the image to a clipboard and paste into a document or email.

## Pawn Ticket

The screenshot shows a software window titled "Police-Pak - [Pawn Tickets]". The menu bar includes File, Edit, View, Insert, Records, Tools, Window, and Help. Below the menu is a toolbar with various icons. The main area is divided into several sections:

- Open Mode:** A dropdown menu set to "Edit".
- Navigation:** Buttons for "New Ticket", "First Ticket", "Previous Ticket", "Next Ticket", and "Last Ticket".
- Ticket #:** "1 of 1".
- General Tab:** The active tab, containing:
  - Pawn Number:** Text field with "TEST".
  - Pawn Shop:** Dropdown menu.
  - Pawn Type:** Dropdown menu.
  - Ticket Number:** Text field.
  - Ticket Date:** Text field.
  - Ticket Time:** Text field.
  - Incident Number:** Text field.
- Pledger/Seller Information:** A section with multiple fields:
  - Last Name:** Text field.
  - Suffix:** Dropdown menu.
  - First Name:** Text field.
  - Middle Name:** Text field.
  - Home Address:** Text field.
  - City:** Text field.
  - State:** Dropdown menu.
  - Zip Code:** Text field.
  - Phone Number:** Text field.
  - Date of Birth:** Text field.
  - Age:** Text field.
  - Race:** Dropdown menu.
  - Sex:** Dropdown menu.
  - Height:** Text field.
  - Weight:** Text field.
  - Hair Color:** Dropdown menu.
  - Eye Color:** Dropdown menu.
  - Social Security #:** Text field.
  - Driver's License #:** Text field.
  - State:** Dropdown menu.
- Pawned/Sold Information:** A section with:
  - Sum Loaned:** Text field.
  - Sum Paid:** Text field.
  - Pawn Broker:** Text field.
  - Notes:** Text area.

If your agency processes pawn tickets, this is a place to enter them, allowing the items to be cross referenced.

### General Tab

Enter the general information regarding the item, seller, pawn shop name and sold information.

### Items Tab

This is where the individual items can be entered with the identifying information.

 **Image Tab**

You may attach images that were taken in reference to the property and view them here. Each line item is a free text field and you will need to give a brief description of the photo.

When adding images through this tab, the RMS system will compress the photos to all be the same size.

1. **Add Multiple Images:** This will take you to where you have the images stored and allow you to select which images you would like attached to the report.
2. **Print All Images:** This allows you to print all of the images at once, which will print 6 per a horizontal page, with labels underneath them.
3. **Print Image:** This will print the single image that is selected.
4. **View Image:** This allows you to view the selected image. When in view mode you can copy the image to a clipboard and paste into a document or email.

## Warning Tickets

Police-Pak - [Warning Tickets]

File Edit View Insert Records Tools Window Help

Open Mode:  
Edit

New Ticket First Ticket Previous Ticket Next Ticket Last Ticket Ticket # 1 of 1

General Vehicle Info Comments Image

Warning Number: TEST Ticket Number: Ticket Date: Ticket Time: Officer ID: Officer Name:

Incident Number: Location: City: State: Zip Code:

Defendant Information

Last Name: Suffix: First Name: Middle Name: Home Address: City:

State: Zip Code: Phone Number: Date of Birth: Age: Race: Sex: Height: Weight:

Hair Color: Eye Color: Social Security Number: Driver's License Number: Driver's License State: \*Driver's License Class:

Charges

New Charge First Charge Previous Charge Next Charge Last Charge Charge # 1 of 1

Charge: Statute:

This module can be used for Warning tickets for your department and some agencies use this module for Animal Control tickets. It can be customizable to your agency needs depending on how your local policy wants to use it.

If your agency does use this module just make sure you complete each blank similar to previous module.

### General Tab

Enter the general information regarding the person and charge information.

### Vehicle Info Tab

Enter the vehicle information regarding the offense.

### Comments Tab

The comments tab is a free text field to type a brief narrative in.

 **Image Tab**

You may attach images that were taken in reference to the ticket and view them here. Each line item is a free text field and you will need to give a brief description of the photo.

When adding images through this tab, the RMS system will compress the photos to all be the same size.

1. **Add Multiple Images:** This will take you to where you have the images stored and allow you to select which images you would like attached to the report.
2. **Print All Images:** This allows you to print all of the images at once, which will print 6 per a horizontal page, with labels underneath them.
3. **Print Image:** This will print the single image that is selected.
4. **View Image:** This allows you to view the selected image. When in view mode you can copy the image to a clipboard and paste into a document or email.

## Ordinance Tickets

Police-Pak - [Ordinance Tickets]

File Edit View Insert Records Tools Window Help

Open Mode:  
Edit

New Ticket First Ticket Previous Ticket Next Ticket Last Ticket Ticket # 1 of 1

General Vehicle Info Comments Image

Ordinance Number: TEST Ticket Number: Ticket Date: Ticket Time: Officer ID: Officer Name:

Incident Number: Location: City: State: Zip Code:

Defendant Information

Last Name: Suffix: First Name: Middle Name: Home Address: City:

State: Zip Code: Phone Number: Date of Birth: Age: Race: Sex: Height: Weight:

Hair Color: Eye Color: Social Security Number: Driver's License Number: Driver's License State: \*Driver's License Class:

Charge/Disposition

Charge Category: Charge: Statute Number: Fee: Days Unpaid: Current Fee Owed:

Voided Paid Payment Type: Amount Paid: Date Paid: Time Paid: Paid To: Paid To Name: Print Receipt...

If your agency processes Ordinance Tickets this module can be used for that, and to also track payments and overdue payments on those tickets.

### General Tab

Enter the general information regarding the ticket, location, person, and charge information. This module also allows you to print a receipt from this page.

### Vehicle Info Tab

Enter the vehicle information regarding the offense.

### Comments Tab

The comments tab is a free text field to type a brief narrative in.

 **Image Tab**

You may attach images that were taken in reference to the ticket and view them here. Each line item is a free text field and you will need to give a brief description of the photo.

When adding images through this tab, the RMS system will compress the photos to all be the same size.

1. **Add Multiple Images:** This will take you to where you have the images stored and allow you to select which images you would like attached to the report.
2. **Print All Images:** This allows you to print all of the images at once, which will print 6 per a horizontal page, with labels underneath them.
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## Criminal Papers

Police-Pak - [Criminal Papers]

File Edit View Insert Records Tools Window Help

Of de: New Criminal Paper Juvenile: No Sealed: No Secured: No

New Paper First Paper Previous Paper Next Paper Last Paper Paper # 1 of 1

General Arrest/Court/Miscellaneous Info Complainant Witness Care Of/Left With Image

Criminal Number: TEST Type of Criminal Paper: Offense Statute: \*Offense Description: Counts: Offense Type:

Offense Date: Incident Number: File Number: \*County: Kaufman Date Issued: \*Issued by: Date Received:

Defendant Personal Info Employment Info

Last Name: Suffix: First Name: Middle Name: Home Address: City: State:

Zip Code: Phone Number: Date of Birth: Age: Race: Sex: Height: Weight: Build: Hair Color: Hair Style:

Hair Length: Eye Color: Skin: Social Sec. #: Driver's Lic. #: DL State: FBI Number: SID Number: View Mugshot/Photo...

\*Paper Location: DISPATCH \*Agency With Paper: Officer With Paper: Officer Name: Date Taken/Assigned:

Status/Type of Service: Date Served: Date Returned: Officer Making Return: Officer Name: Date Returned to Clerk: Service Notes...

Notes: Service Attempts...

This module is a warrant database. It is customizable to your department needs. This will track the warrants and their status, how they are served and who they are served by. This module has several reports that are built into the system that can help with department statistics.

### General Tab

Enter the general information regarding the criminal paper (warrant), offense, person, and service of the paper. This module also allows you to add service notes and keep track of service attempts.

### Arrest/Court/Misc Info

This tab is for the NIC number of the NCIC entry of the warrant, bond types, amounts, and court information.

### Complainant

This is for person information.

 **Witness**

This is for person information.

 **Care of/Left With**

If you served a parent/guardian or left the papers with someone other than the issued to person that is to be noted here.

 **Image Tab**

You may attach images that were taken in reference to the paper and view them here. Each line item is a free text field and you will need to give a brief description of the photo.

When adding images through this tab, the RMS system will compress the photos to all be the same size.

1. Add Multiple Images: This will take you to where you have the images stored and allow you to select which images you would like attached to the report.
2. Print All Images: This allows you to print all of the images at once, which will print 6 per a horizontal page, with labels underneath them.
3. Print Image: This will print the single image that is selected.
4. View Image: This allows you to view the selected image. When in view mode you can copy the image to a clipboard and paste into a document or email.

# Civil Papers

Police-Pak - [Civil Papers]

File Edit View Insert Records Tools Window Help

Open Mode:  
New Civil Paper

New Paper First Paper Previous Paper Next Paper Last Paper Paper # 1 of 1

General Court/Miscellaneous Info Defendant Plaintiff Attorney Care Of/Left With Image

Civil Number: 000575 Type of Civil Paper: Offense: Subpoena Type:

Incident Number: File Number: \*County: Kaufman Date Issued: Time Issued: \*Issued by: Date Received:

Served To Personal Info Employment Info

Last/Organization Name: Suffix: First Name: Middle Name: Home/Organization Address: City: State:

Zip Code: Phone Number: Date of Birth: Age: Race: Sex: Height: Weight: Build: Hair Color:

Hair Style: Hair Length: Eye Color: Skin: Social Sec. #: Driver's License #: DL State: Involvement:

\*Paper Location: DISPATCH \*Agency With Paper: Officer With Paper: Officer Name: Date Taken/Assigned:

Status/Type of Service: Date Served: Date Returned: Officer Making Return: Officer Name: Date Returned to Clerk: Service Notes...

Notes: Date Expires: Service Attempts...

This module for Civil Papers can be used for a variety of different things such as inmate parole plans to your jurisdiction, criminal trespass database, protective orders, etc. This module can have several types of civil papers entered into it to use.

## General Tab

Enter the general information regarding the civil paper, offense, person, and service of the paper. This module also allows you to add service notes and keep track of service attempts.

## Court/Misc Info

This tab is for the court information and service fees. To enter other fees associated with the civil paper the levy button will open a fee entry sheet.

## Defendant

This is for person information.

 **Plaintiff**

This is for person information.

 **Attorney**

This is for person information.

 **Care of/Left With**

If you served a parent/guardian or left the papers with someone other than the issued to person that is to be noted here.

 **Image Tab**

You may attach images that were taken in reference to the paper and view them here. Each line item is a free text field and you will need to give a brief description of the photo.

When adding images through this tab, the RMS system will compress the photos to all be the same size.

1. **Add Multiple Images:** This will take you to where you have the images stored and allow you to select which images you would like attached to the report.
2. **Print All Images:** This allows you to print all of the images at once, which will print 6 per a horizontal page, with labels underneath them.
3. **Print Image:** This will print the single image that is selected.
4. **View Image:** This allows you to view the selected image. When in view mode you can copy the image to a clipboard and paste into a document or email.

# Sex Offender/Felon Registration

Police-Pak - [Sex Offender Registration]

File Edit View Insert Records Tools Window Help

SRN Number: 123456 Open Mode: New Offender Registration Documents: 0 View Mugshot/Photo...

General Offense Other State Offenses Image

Registration Info

Pending Registration Type: Pending Sex Offender? Registered Sex Offender? Date Registered: Predator: Aggravated: Recidivist:

Non Resident: Work: DNA: Mug ID: Local ID: Other ID:

DOC Number: Date Released: Date Fingerprinted: Fingerprinting Officer ID: Officer Name:

Notes/Remarks:

Sex Offender Personal Info Employment Info Alias/Nickname Physical Features

Last Name: Suffix: First Name: Middle Name:

Home Address: City: State: Zip Code: Phone Number: \*County:

Date of Birth: Age: Race: Sex: Height: Weight: Build: Hair Color: Hair Length: Hair Style:

Eye Color: Skin: Social Sec. #: Driver's License/ID #: License/ID State: FBI Number: SID Number:

The Sex Offender module does not replace state reporting, it will allow for the information to be a part of your local Master Name Index.

## General Tab

Enter the general and personal information regarding the registration information.

## Offense

Enter the offense that the registrant is charged with.

## Other State Offenses

Enter the offenses that the registrant is charged with from another state.

 **Image Tab**

You may attach images that were taken in reference to the paper and view them here. Each line item is a free text field and you will need to give a brief description of the photo.

When adding images through this tab, the RMS system will compress the photos to all be the same size.

1. **Add Multiple Images:** This will take you to where you have the images stored and allow you to select which images you would like attached to the report.
2. **Print All Images:** This allows you to print all of the images at once, which will print 6 per a horizontal page, with labels underneath them.
3. **Print Image:** This will print the single image that is selected.
4. **View Image:** This allows you to view the selected image. When in view mode you can copy the image to a clipboard and paste into a document or email.

## Gun/Property Registration

Police-Pak - [Property Registration]

File Edit View Insert Records Tools Window Help

Open Mode:  
New Property Registration

New Registration First Registration Previous Registration Next Registration Last Registration Registration # 1 of 1

Create a new property registration

General Notes Image

Registration Number: TEST Date Registered: Registered By: Registered By Name:

Owner Information:

Last Name: Suffix: First Name: Middle Name:

Home Address: City: State: Zip Code: Phone Number: Date of Birth: Age:

Race: Sex: Height: Weight: Hair Color: Eye Color: Social Security #: Driver's License #: State:

Employer: Employer Address: City: State: Zip Code: Phone Number: Ext.:

Property Information:

Category: Description: Qty: Value: Make: Model:

Serial Number: Serial Number Altered? Owner Applied Number: Primary Color: Secondary Color: Caliber:

This module will also apply to local policy if you agency registers property or guns to your local citizens.

### General Tab

Enter the general information regarding the registration and property information, and the personal information of the registering person.

### Notes

Free text field for notes.

 **Image Tab**

You may attach images that were taken in reference to the property and view them here. Each line item is a free text field and you will need to give a brief description of the photo.

When adding images through this tab, the RMS system will compress the photos to all be the same size.

1. **Add Multiple Images:** This will take you to where you have the images stored and allow you to select which images you would like attached to the report.
2. **Print All Images:** This allows you to print all of the images at once, which will print 6 per a horizontal page, with labels underneath them.
3. **Print Image:** This will print the single image that is selected.
4. **View Image:** This allows you to view the selected image. When in view mode you can copy the image to a clipboard and paste into a document or email.

## Officer's Activity Log

Police-Pak - [Officer's Activity Log]

File Edit View Insert Records Tools Window Help

Open Mode:  
Edit

Today's Log... New Log... First Log Previous Log Next Log Last Log Find Event... Log # 1 of 1

General Image

Officer ID: 226D Officer Name: Tiffany Hopkins Starting Date: 10/11/2010 Ending Date: 10/11/2010 Total Hours Worked:

Times  
Beginning Time: Ending Time: X

Vehicle Information  
\*Vehicle Number: Odometer Start: Odometer Finish: Gas Used (In Gallons): Oil Used (In Quarts): X

Events  
New First Previous Next Last X 1 of 1

Type Of Action/Event:

Add Multiple Events... Print Event... View Details...

Comments:

This module allows for officers to enter their daily activity if local policy agrees to do so, several fields in this module are customizable to your local agency.

### General Tab

The events drop down is customizable to the department. You can click on the buttons on the bottom to add multiple events, or print the events and see the details.

The comments box is searchable; however it is a free text box.

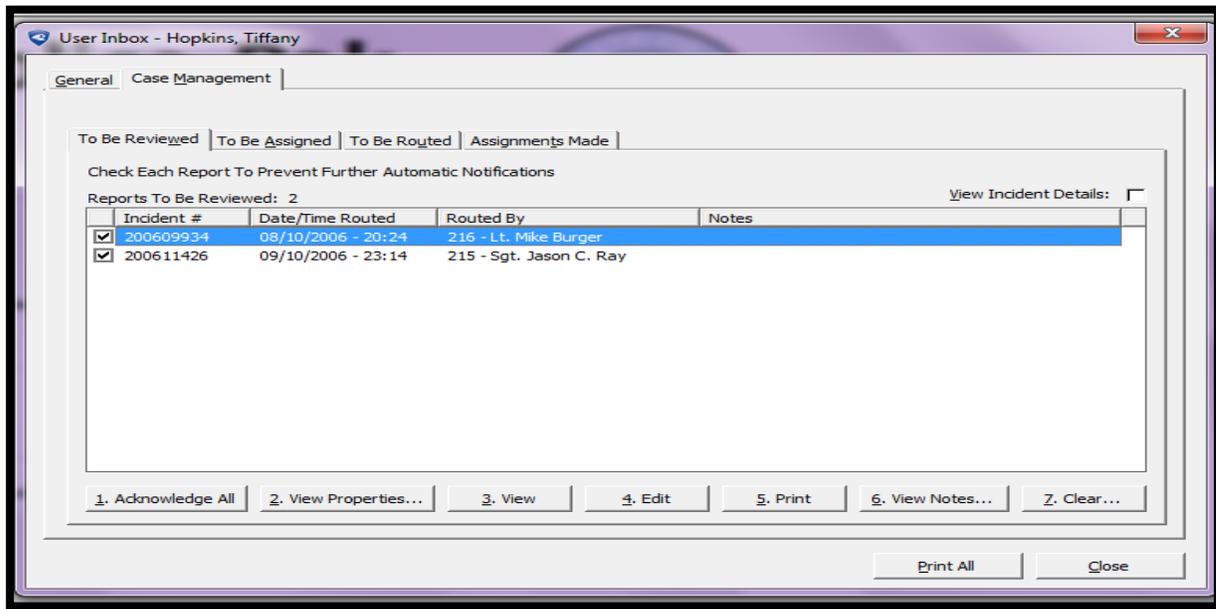
 **Image Tab**

You may attach images that were taken in reference to the property and view them here. Each line item is a free text field and you will need to give a brief description of the photo.

When adding images through this tab, the RMS system will compress the photos to all be the same size.

1. **Add Multiple Images:** This will take you to where you have the images stored and allow you to select which images you would like attached to the report.
2. **Print All Images:** This allows you to print all of the images at once, which will print 6 per a horizontal page, with labels underneath them.
3. **Print Image:** This will print the single image that is selected.
4. **View Image:** This allows you to view the selected image. When in view mode you can copy the image to a clipboard and paste into a document or email.

## User Inbox



The Inbox and Case management within the RMS is used to notify user, supervisors and others of new reports, updated or modified reports, reports assigned for investigation, reports assigned for correction and other.

**Routing:** The act of sending a record through the chain of approval process. Routing sends an incident to the supervisors of a Division, Unit or specific officers. They can also have notes attached to them that are not included in the incident.

**Assignment:** Incidents are assigned to individuals for correction or investigation. They can also have notes attached to them that are not included in the incident.

**Supervisor:** Anyone that can approve or assign an incident to anyone else. This does not mean that the supervisor is anyone superior in the agency.

**Acknowledge:** This will clear it from you main page.

**Acknowledge All:** This will clear all items on the main page at once.

**View:** Will take you to the incident in view mode only.

**Edit:** Will take you to the incident in edit mode only.

**Print:** This will print the screen you are on; to print all of the tabs click the print all button on the bottom of the box.

**View Notes:** This allows you to view the notes associated to the incident.

**Clear:** If you have this permission then this will allow you to clear the incident from all of the tabs.

## Department Call Log

The screenshot shows the 'Police-Pak - [Call Log - Active Calls]' application window. It features a menu bar (File, Edit, View, Insert, Records, Tools, Window, Help) and a toolbar with various icons. The main form is divided into several sections:

- Call Information:** Call Number, Incident Number, Open Mode, Current Calls (0 Active Calls), and Documents.
- Date and Time:** 11/17/2010 13:10:02.
- Location:** \*Location/Landmark (More...), St. #, Dir., Street, Apt. #, City, State, Zip Code.
- Complainant:** Complainant Last Name, Suffix, First Name, Middle Name, Phone Number.
- Call Details:** Call Type/Nature (More...), Classification.
- Officer Assignment:** New Officer, First Officer, Previous Officer, Next Officer, Last Officer (with a red X icon), Officer # 1 of 1.
- Officer Status:** Officer ID, Dispatched, Arrived, Completed.
- Information Tabs:** 1. Victim Information, 2. Accused/Suspect Information, 3. Vehicle Information.
- Victim Information Fields:** Victim Last Name, Suffix, First Name, Middle Name, Street #, Dir., Street, Loc./Apt. #, City, State, Zip Code.
- Disposition and Time:** Received, Received By ID, Received By, Date Received, Time Received, How Received, Disposition, Act. Taken (More...), Disposition, Time Completed.
- Buttons:** Create New Call, Close Call, Close All Completed Calls.
- Table:** A table at the bottom with columns: #, Call Number, Location, Call Type/Nature, Classification, Officer(s) Assigned, Comp.

If your agency uses Department Call Log, this is a place to enter them, allowing the items to be cross referenced.

This module is primarily used in small agencies that do not have a full time dispatch center.

You will complete this by going field by field:

You can only add one victim, accused, and vehicle per event.

At the bottom there is a preview screen of all active calls until they are closed out.

## Processing

The screenshot shows a software window titled "Processing" with a tabbed interface. The "General" tab is selected. The form contains the following fields:

Last Name:	Suffix:	First Name:	Middle Name:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Address:	City:	State:	Zip Code:	Phone Number:		
<input type="text"/>						
Occupation:	Employer:	Employer Address:	City:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
State:	Zip Code:	Phone Number:	Ext:	Date Processed:	Processing Officer:	Officer Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10/11/2010	226D	Tiffany Hopkins

At the bottom of the window, there are three buttons: "Search Master Name Index...", "OK", and "Cancel".

This feature works similar to Master Name Index; however you can update information through here without having an incident.

This feature can be used for a pre-booking feature for jail, or field contacts/interview feature.

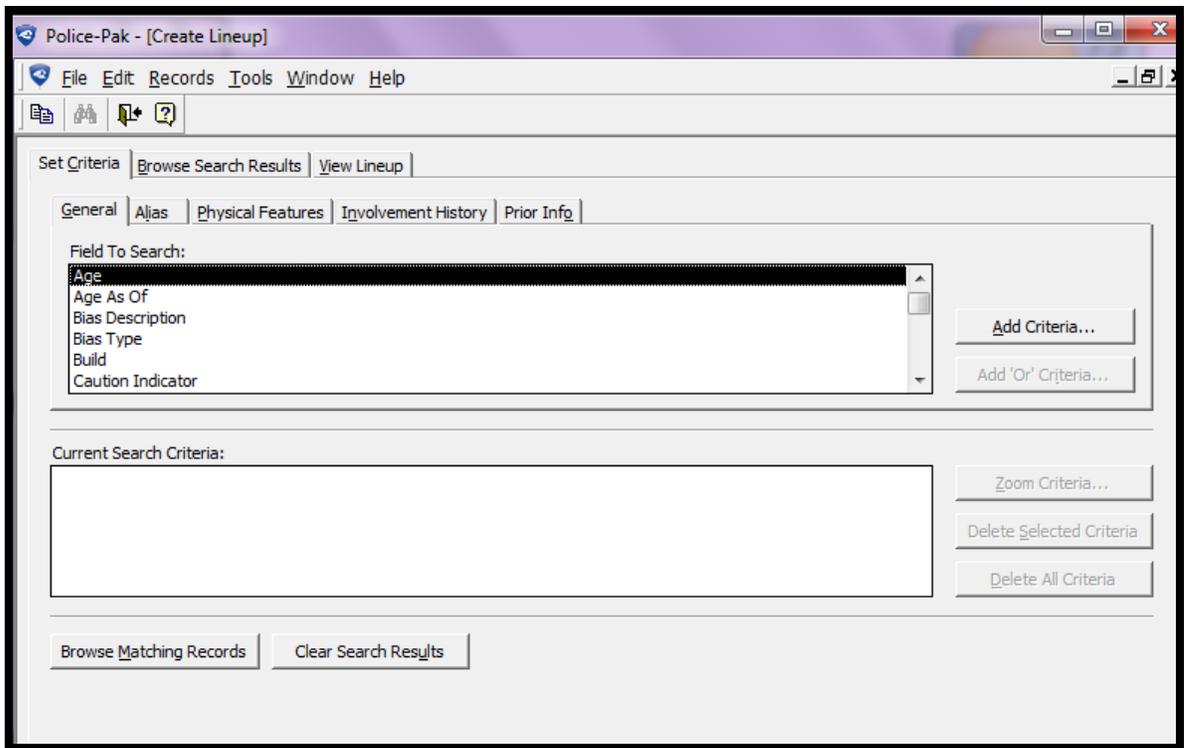
# Master Search

The screenshot shows a software window titled "Police-Pak - [Master Search]". The window has a menu bar with "File", "Tools", "Window", and "Help". Below the menu bar is a toolbar with icons for printing, search, and help. The main interface is divided into several sections:

- Search Configuration:** Includes "Type of Search:" (a dropdown menu), "Search Comparison:" (a dropdown menu), and "Search Value:" (a text input field).
- Search Criteria:** A row of four text input fields labeled "Category:", "Report Number:", "Report Date:", and "Involvement:". To the right of these fields are three buttons: "Search", "Clear Search Results", and "Reset Screen".
- Category Selection:** A row of seven buttons: "Criminal Papers", "Civil Papers", "Property Reg.", "Officer's Activity Log", "Booking", "Victim Assistance", and "Master Name". Below these is a row of nine buttons: "All", "Incident", "Arrest", "Accident", "Citation", "Evidence", "Pawn Tickets", "Warning Tickets", and "Ordinance Tickets".
- Search Results:** A large empty rectangular box with the label "Search Results:" above it.
- Action Buttons:** At the bottom, there are three buttons: "1. View Properties...", "2. View Item", and "3. Edit Item".

This feature allows you to search the different modules throughout the RMS program.

## Create Lineup

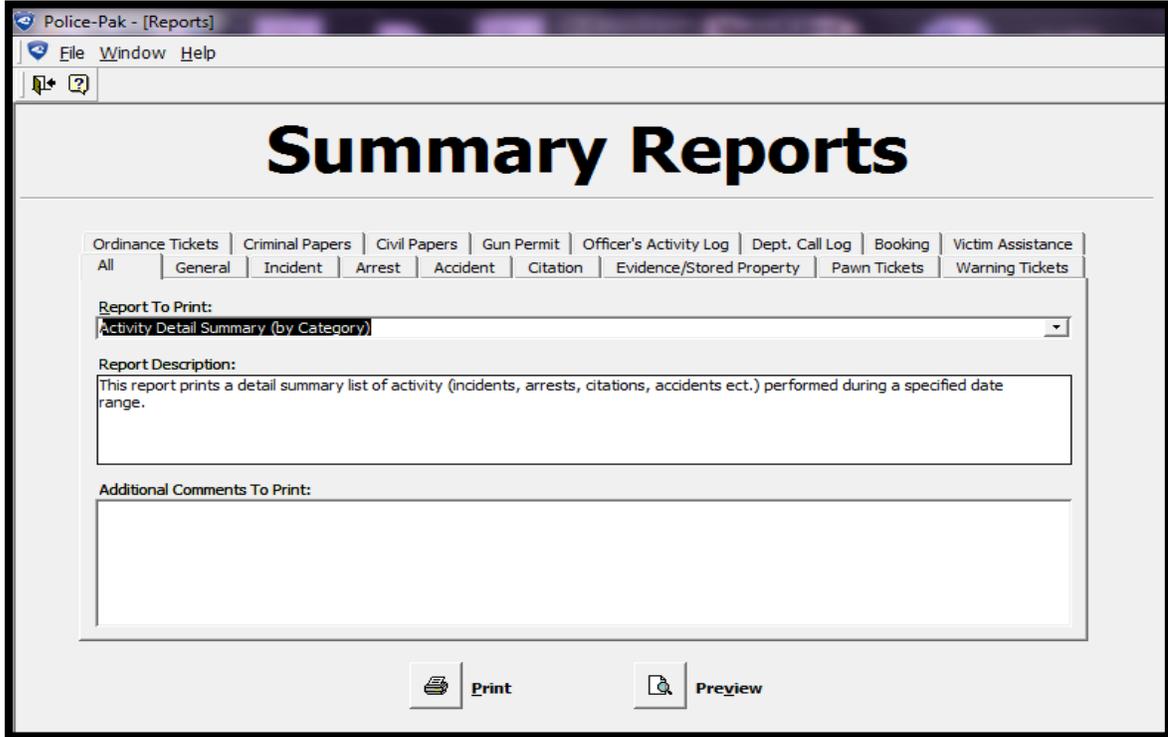


The Create Lineup module can assist in creating a lineup out of your mug shot database. You will set the criteria that meet your requirements for the line up. Once you have selected the needed characteristics, you can browse through all photos and choose the ones you want in your line up. Then go to the Browse Search Results Tab and you can view the images that your search created. From there you can choose to use image one or two and click Add Image To Line Up. Once you have selected the six images for your line up, you can go to the View Lineup Tab. This tab is where you will print, move images in the lineup.



## Summary Reports

The Summary Reports modules have over 100 pre-built reports in the system. Under the All tab you can see all reports or even break it down to which module you need to pull a report from. Once you select a report that you would like to pull, a brief description will show on the main page, you can then select to Preview or Print directly.



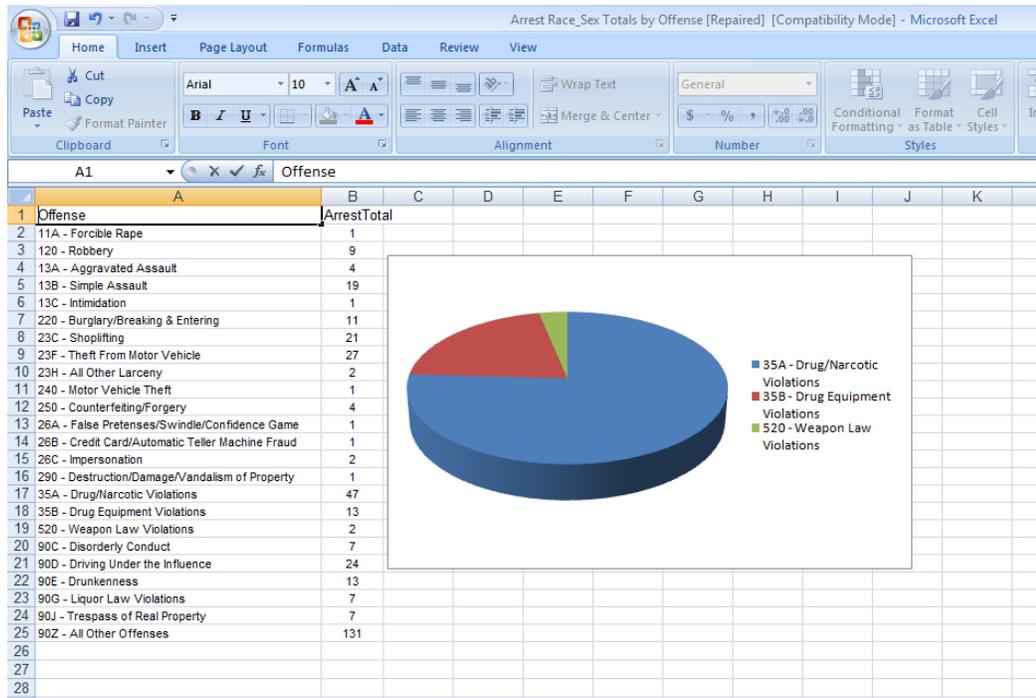
### Arrest Race/Sex Totals by Offense

Southern Software Inc.  
(01/01/2010 - 05/30/2010)

Primary Offense:	White Male:	Black Male:	Indian Male:	Asian Male:	White Female:	Black Female:	Indian Female:	Asian Female:	Juven.:	Adult:	Resd.:	NonRes.:	Arrests:
<No Offense Specified>	2	0	0	0	1	1	0	0	0	4	2	2	4
11A - Forcible Rape	1	0	0	0	0	0	0	0	0	1	1	0	1
120 - Robbery	4	3	0	0	2	0	0	0	3	6	1	8	9
13A - Aggravated Assault	3	1	0	0	0	0	0	0	0	4	4	0	4
13B - Simple Assault	6	5	0	0	6	2	0	0	2	17	14	5	19
13C - Intimidation	1	0	0	0	0	0	0	0	0	1	1	0	1
220 - Burglary/Breaking & Entering	5	6	0	0	0	0	0	0	7	4	2	9	11
23C - Shoplifting	7	5	0	0	3	6	0	0	4	17	6	15	21
23F - Theft From Motor Vehicle	26	1	0	0	0	0	0	0	6	21	0	27	27
23H - All Other Larceny	1	0	0	0	1	0	0	0	0	2	0	2	2
240 - Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	1	0	1	1
250 - Counterfeiting/Forgery	1	0	0	0	2	1	0	0	2	2	1	3	4
26A - False Pretenses/Swindle/Confidence Game	1	0	0	0	0	0	0	0	0	1	0	1	1
26B - Credit Card/Automatic Teller Machine Fraud	0	1	0	0	0	0	0	0	0	1	1	0	1
26C - Impersonation	2	0	0	0	0	0	0	0	0	2	0	2	2
290 - Destruction/Damage/Vandalism of Property	1	0	0	0	0	0	0	0	0	1	1	0	1
35A - Drug/Narcotic Violations	25	7	0	0	13	2	0	0	7	40	10	37	47
35B - Drug Equipment Violations	10	2	0	0	1	0	0	0	4	9	4	9	13
520 - Weapon Law Violations	2	0	0	0	0	0	0	0	0	2	0	2	2
90C - Disorderly Conduct	5	0	0	0	2	0	0	0	1	6	3	4	7
90D - Driving Under the Influence	16	0	0	0	8	0	0	0	1	23	4	20	24
90E - Drunkenness	12	0	0	0	1	0	0	0	0	13	2	11	13
90G - Liquor Law Violations	1	0	0	0	6	0	0	0	1	6	2	5	7
90J - Trespass of Real Property	2	2	0	0	3	0	0	0	0	7	3	4	7

Date: 11/16/2010 -- Time: 08:06 Page 1

Once you select how you would like to generate the report you will be prompted to enter the correct data (dates, units, etc.) to create the report.



After the report has been created, you can export the report to Snapshot, Excel, Word, or Notepad Text. To do this go to File>Save Report To File, and choose which program you want to create the file in. When exporting data to Excel you are able to clean the columns and data up and then create charts.

## Master Name Search

You can search by full, partial and initials once you have searched your information all of the information pertaining to the searched person.

The screenshot shows a software application window titled "Southern Software RMS - Public Safety - [Master Name Index]". The window has a menu bar with "File", "Edit", "View", "Insert", "Records", "Tools", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area is divided into several sections:

- Name/Residence/Employment Information:** This section contains fields for "Last Name" (Smith), "Suffix", "Prefix", "First Name" (Ann), "Middle Name", "Employee #", "Address", "City", "State", "Zip Code", "Home Phone #", "Cell Phone #", "Occupation", "Employer", "Employer Address", "City", "State", "Zip Code", "Employer Phone #", and "Ext". There is an "Edit Information..." button.
- Descriptive Information:** This section contains fields for "Date of Birth", "Age", "Age As Of", "Race", "Sex", "Ethnicity", "Height", "Weight", "Build", "Hair Color", "Hair Style", "Hair Length", "Eye Color", "Skin", "Handedness", "Shoe Size", "Social Security Number", "Marital Status", "Resident Status", "Residence Dispatch Zone", "Residence Reporting Zone", "Residence Patrol Zone", "Country Of Citizenship", "Place Of Birth", "Driver's License Number", "License State", "License Class", "Commercial License?", "FBI Number", "SID Number", "SRN Number", "Fingerprint Classification (NCIC)", "Fingerprint Classification (HENRY)", "Military Code", "Military ID Number", and "Military Status".

Master Name is the database containing all information attached to person such as: General Information, Alias, Physical Features, Involvement History, Prior Info, Caution Indicators, ID Numbers, MO's, Known Bias, Medical Conditions, Notes (free text field for any other information), and Images. If the name has a Photo attached to it the top right button will be blue to let you know that an image is attached.